

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Director of Accounting

Reports to: Executive Director of Business Services

POSITION SUMMARY

In acting to ensure assets of the District are properly safeguarded, managed and accounted for, the Director of Accounting has the responsibility for the preparation and presentation of the District's Financial Statements. In addition, supervises day-to-day operations of the accounting department, including compliance reporting, bank and account reconciliations. As appropriate, works with the internal audit unit to continuously improve upon the soundness of and compliance with the District's financial policies and procedures. Develops and promotes good relations with the District's external auditor and various community and school clientele. Additional duties may include supervision of fixed asset inventory activities, Payables, and assisting in cash management activities.

ESSENTIAL DUTIES & RESPONSIBILITIES

D	30%	Manages the general ledger for the District, striving to ensure initial entries to the ledger are appropriate and correcting entries are minimal; responsible for District's financial statements being prepared in an accurate, complete and timely fashion; coordinates the activities of the annual financial audit and the preparation of the District's Comprehensive Annual Financial Report; acts to minimize the likelihood the District would ever receive a qualified opinion from its external auditor.
D	20%	On matters pertaining to District's financial policies and procedures, works to identify, adopt and implement prevailing business practices in order to improve operational efficiency and effectiveness and to ensure assets are used for their intended purpose. Accordingly enforces appropriate internal controls to ensure conformance with such policies and procedures.
D	15%	Reviews, analyzes, and approves accounts, financial statements, accounting processes, and District bank reconciliations prepared by staff; identifies unusual activities to prevent fraud; reviews and provides feedback to staff on journal entries and analysis of ledger items; prepares entries as needed.
D	10%	Monitors and reviews internal audits of accounts.
D	5%	Acts as 'super user' and resource to Information Technology for software installation, upgrades, patches, and customization of the general ledger module (Oracle-based).
D	5%	Handles day-to-day personnel matters , including the hiring, evaluation and professional development of staff
D	5%	Provides technical accounting assistance to departments and schools.

D	3%	Prepares and submits, in an accurate, complete, and timely manner, all reports for the Colorado Department of Education.
D	2%	Interprets District and governing parties' regulations affecting accounting procedures; researches and enacts changes to policies or reporting as needed.
D	5%	Performs other related duties as assigned or requested.

MINIMUM EDUCATION OR FORMAL TRAINING

Bachelor's Degree in Accounting, Finance, or Business

Advanced Degree preferred

MINIMUM EXPERIENCE

A minimum of five (5) years as an advanced journey-level Accountant, Senior Financial Analyst, or equivalent position

Verifiable experience supervising non-degreed and degreed accounting professionals and accounting clerical staff

SKILL REQUIREMENTS

Knowledge of Oracle software preferred

Math proficiency

Strong analytical skills

Advanced computer skills

Advanced knowledge of Microsoft Office products (Word, Excel, PowerPoint)

General office equipment

Advanced written and oral communication skills

Strong problem-solving skills

Strong analytical skill

Skill at effectively managing multiple priorities

Ability to manage and motivate staff.

GENERAL EXPECTATIONS

Is flexible.

Has the ability to work cooperatively with supervisors and co-workers.

Has the ability to understand and follow complex oral and written instructions.

Has the ability to perform responsibilities without the necessity of close supervision.

Has the ability to effectively communicate with the school district community.

Has the ability to meet attendance standards and work the hours necessary to perform the essential functions of the job.

Maintains a generally positive attitude.

Observes all District policies and procedures.

LICENSES OR CERTIFICATION – CPA preferred

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional lifting five (5) to forty (40) pounds.

Frequent sitting.

Moderate bending, stooping, walking, standing, kneeling, squatting, and reaching.

SUPERVISORY DUTIES – Up to five (5) Classified and Professional/Technical employees

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.