



DIRECTOR – ACCOUNTING SERVICES

SUMMARY/SCOPE/GOAL

To serve as a member of the administrative team of the Office of Financial Services ensuring that the school District derives maximum benefit through the judicious management of every school dollar utilizing proper accounting and investment practices.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Bachelor's Degree in Accounting, Finance or Business Administration from an accredited educational institution.
- Certified Public Accountant (CPA) certificate OR Master's degree in Business/Public Administration, Business Management or related field required.
- Minimum of five (5) year's supervisory experience in the accounting field.
- Previous experience in governmental fund accounting required.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Direct the accounting for receipts and expenditures of school District funds for the General School, Deb Service, Capital Projects, Food Service and Special Revenue funds. This will include the maintaining of revenue and appropriate ledgers in conformity the generally accepted accounting principles.
2. Provide timely financial information as may be needed by the Associate Superintendent for Financial Services. This will include, but not be limited to, cash flow and accounts due.
3. Supervise the preparation of the monthly financial statement and warrant list for School Board agenda.
4. Direct accounting and payroll supervisors and establish policies and procedures to ensure timely and accurate payment of payrolls, and properly documented invoices and vouchers, taking advantage of all allowable discount.
5. Invest temporarily idle funds as permitted by law to earn the best possible interest rates.
6. Direct the preparation and implementation of the annual school budgets for Debt Service, Capital Projects, Food Service and Special Revenue Projects.
7. Supervise the preparation of the annual financial report.

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8. Assist the Associate superintendent for Financial Services in financial planning, revenue projections and utilization and interpretations of financial information to increase the school district's effectiveness and reduce costs.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of governmental accounting and financial reporting standards, government auditing standards, Internal Revenue Codes, state statutes and State Board of Education rules. Ability to communicate effectively in verbal or written form. Knowledge of diverse management styles and techniques and effective organizational skills.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

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TRAVEL:

Travel between sites occasionally. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	Financial Services	DEPARTMENT:	Financial Services
TITLE CODE:	D0415	CONTENT BY:	Chief Financial Officer
GRADE:	29	COMPENSATION:	Human resources
UNIT:	NB (Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	6/12/2001	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	5/18/1998	Developed	
1.1	11/17/1999	Revised	
1.2	9/20/2001	Revised	
1.3	11/21/2006	Revised	
1.4	12/01/2020	New Format	Ellie Kelly – Human Resources
1.5	12/01/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.