

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0200
Pay Grade: C09

FLSA: Exempt

DIRECTOR, ACCOUNTING

MAJOR FUNCTION:

Administrative and supervisory work in the area of General, Debt Service, Capital Outlay, Contracted Programs, School Food Service, Internal Service and Trust Funds. Responsible for developing and maintaining techniques and systems of accounting to insure prompt, accurate payments of invoices and efficiently record, summarize, report and analyze the results of all fiscal transactions.

DUTIES AND RESPONSIBILITIES:

- Coordinate, monitor and evaluate internal controls, systems and procedures related to the accounting function to help ensure the effective, efficient and appropriate utilization of district resources
- Plan, assign work and review department operations
- Meet periodically with Business Services department heads to establish work standards, department objectives and duties
- Conduct analysis and balancing of assets and liability accounts
- Interview and hire department administrative supervisors
- Prepare annual department budgets
- Approve changes and revisions of chart of accounts
- Prepare monthly financial statements for School Board approval
- Supervise and coordinate the preparation of the district's Annual Financial Report (AFR), which includes the School Program Cost Report
- Coordinate activities between MIS and Finance Department
- Revise accounting forms as systems and processes change
- Attend meetings of the Florida professional associations that provide training and legislative information when appropriate or send a designee
- Perform other related duties as required

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in Accounting or Business Administration with special course emphasis in Accounting. A minimum of 6 years successful experience in accounting or fiscal management at a supervisory level.

PREFERRED:

CPA or Master's degree

DIRECTOR, ACCOUNTING

ISSUED: 3/82; TITLE BOARD APPROVED: 12/17/86; FORMAT REVISED: 7/88; TITLE CHANGED: 3/89; BOARD APPROVED: 3/8/89; REVISED MQ's: 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED D&R, MQ's: 3/10 RAS; BOARD APPROVED: 3/9/10 EFFECTIVE 5/01/10

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an extensive list of all responsibilities and duties required of those in this classification.

DIRECTOR, ACCOUNTING

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Accounting – ADM