

POSTING

LAKOTA LOCAL SCHOOL DISTRICT Human Resources Office

TO: Lakota Personnel
FROM: Human Resources
DATE: July 26, 2017

We are now accepting applications for the position **Manager – Accountant**

Job Category: Administrator

Reports To: Treasurer/CFO

Supervises: Personnel as needed

Contract Days: 260 days, August 1 – July 31

Responsibilities:

- Oversees the processing of district accounting needs.
- Bachelor's degree in related field.
- 5 – 7 years of related experience including supervisory responsibilities.
- Please see the attached Job Description for a detailed list.

Evaluation: Performance of this job assignment will be evaluated in accordance with provisions in Board policy

Schedule: 8 hours per day, 5 days per week (1 FTE), 8:00AM-5:00PM

Salary Range: \$65,000 - \$87,000 per year

Location: Treasurer's Department, Central Office

Date of Employment: August 2017

Application Deadline: Until Filled

LAKOTA LOCAL SCHOOLS JOB DESCRIPTION

JOB CATEGORY: Administrator

JOB TITLE: Accountant

REPORTS TO: Assistant Treasurer

SUPERVISES: Personnel as needed

JOB PURPOSE: To provide support to the Treasurer/CFO to assure the accuracy and timeliness of the management of the district's finances.

ESSENTIAL JOB RESPONSIBILITIES:

1. Oversees the processing of district accounting needs by:

- Assists with all bank reconciliations.
- Assists with monthly and yearly close-out of the budgetary process.
- Provides oversight of student fees.
- Monitor bursar responsibilities.
- Assists with training of all fiscal support staff.
- Assists with process evaluation & work flow management.
- Assists with internal auditing.
- Provide user account maintenance & audit.
- Manage & upkeep of Fiscweb reporting as necessary.
- Provide oversight for the accurate reporting of fixed assets.
- Manage student activity accounts.
- Oversee auxiliary service funds.
- Work with all stakeholders to setup CCIP budget, process all necessary cash requests, budget revisions, and required reporting.
- Assists to develop and maintain master list of TIF, RID and abatement expected revenues and proper invoicing as instructed by the Treasurer/CFO.
- Assist with the district analytical needs.
- Prepare necessary reports for monthly Board meetings.
- Assist with Arbiter management.
- Develop and review transportation reports.
- Manage Local Grants.
- Assist with posting of all State funding.
- Assist with details and post all tax settlements.
- Assists the Treasurer with projections as needed.
- Any other duties as assigned by the Treasurer/CFO or Assistant Treasurer

JOB QUALIFICATIONS:

- Bachelor's degree in related field.
- Minimum of 5 years of related experience including supervisory responsibilities.
- Valid Driver's license.
- Demonstrate knowledge of accrediting and regulatory standards and District policies related to assigned functions.
- Interpersonal skills necessary to communicate effectively and work productively with all levels of District staff, parents and the general public. The incumbent is also required to have effective verbal and written communication skills and be able to handle problem situations in a tactful, courteous and respectful manner.
- Analytical ability to analyze and summarize data related to job assignments and develop plans of action to address any issues and concerns.
- Skills necessary to provide guidance, train and review the work of assigned staff.
- Demonstrate ability to effectively serve as a leader and member of a team.
- Demonstrate supervisory skills to effectively manage the daily operations and administration of assigned function(s).
- Mental ability to correctly prioritize multiple demands and resolve problems with internal & external customers in a positive manner.
- Physical ability to perform all essential functions of the position.
- Work is performed in a school/office environment.
- Ability to lift up to 50 lbs.
- Bending, lifting, twisting and repetitive motion required.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.