



Job Title: **Director of Accounting, Auditing and Budgeting**

Department: **Accounting**

Supervisor: **Business Administrator**

Lane Placement: **Administrative Schedule Lane 7**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 1**

FLSA Classification: **Exempt**

## **JOB DESCRIPTION**

The Director of Accounting, Auditing and Budgeting is responsible for providing leadership and direction in the operation of the budgeting and accounting department.

## **ESSENTIAL FUNCTIONS**

- Principles, methods, practices and procedures of school district accounting, Generally Accepted Accounting Practices (GAAP), budget planning, fiscal record management, auditing procedures and data processing systems.
- Responsible to complete annual budget and comprehensive annual financial report.
- Legal mandates, policies and regulations pertaining to educational accounting and fiscal record management and reporting.
- Computer-assisted accounting and fiscal record management systems and equipment.
- Principles, practices and techniques of effective management, organization, supervision, employee motivation and training.
- Financial analysis and research procedures as they apply to financial methods.
- School district attendance accounting, student body accounts and enterprise fund accounting, and funding processes including but not limited to Minimum School Financing and federal, state and local funding.
- Interpersonal skills using tact, patience, and courtesy.
- School district attendance accounting, student body accounts and enterprise fund accounting, and funding processes including but not limited to Minimum School Financing and federal, state and local funding.
- Knowledge and ability to offer financial analysis and strategies for maximizing district resources.
- Predictable and reliable attendance.

## **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Masters degree in Accounting, Finance, Business or related field.
- CPA Preferred
- Five years of responsible accounting, budget development and forecasting and financial record management and reporting experience, including two years in a fiscal related management capacity, preferably with a public educational agency.
- Experience in assigning, directing, prioritizing and evaluating the work of others.

**NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.**

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
  - Requires the ability to lift a minimum of ten (10) pounds.
  - Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.
- Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
 It is the employee's responsibility to review and adhere to all district policies and procedures.  
 This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 11/01/2019