

DIRECTOR OF ACCOUNTING

Code No.: 3-01-091

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a managerial accounting position responsible for planning and directing the preparation of all financial reports as well as directing the preparation and disbursement of payrolls for the City School District. The employee directly supervises a professional and clerical staff. The work is performed under the general direction of the Chief School Business Executive. Does related work as required. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises and assists in the preparation of all regular and special financial reports for use by management, the board of education, and educational agencies;

Develops and interprets accounting and payroll policies and procedures;

Supervises personnel i.e., conducts employee interviews, evaluates, trains and disciplines;

Directs the preparation and disbursement of payrolls for all district employees;

Analyzes and reviews district's insurance policies;

Assists department heads and principals with financial and payroll problems;

Provides information on planning and controlling funds to department heads and principals.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles and practices of general and government accounting; thorough knowledge of the techniques of internal checks and controls; thorough knowledge of payroll accounting principles and practices; good knowledge of federal and state grant regulations; good knowledge of audit procedures as defined by the federal government; ability to develop policies and procedures; ability to utilize an automated accounting system; ability to plan, organize and direct the work of others; supervisory ability; ability to prepare sophisticated financial and accounting records and reports; ability to interpret and apply rules and regulations with regard to the preparation of financial records and reports; ability to establish and maintain effective working relations; accuracy; good judgment; integrity; health condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State recognized college or university with a Master's or Bachelor's degree in Accounting, plus five (5) years paid full-time or its

part-time equivalent professional level experience in the field of accounting or auditing, two (2) years of which shall have been in a supervisory capacity; OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with an Bachelor's degree in Economics, Finance or Business Administration with a minimum of eighteen (18) semester credit hours in Accounting; plus six (6) years of experience as defined in (A) two of which shall have been in a supervisory capacity.

NOTE: There are no experience substitutes for the education requirement.

Professional level accounting/auditing shall not include account keeping, bookkeeping or other clerical financial recordkeeping activities.

*Candidates who meet the minimum qualifications under (B) must submit a student copy of transcript or itemized list of course work and credits received at time of application.

ADOPTED: March 22, 1990