



Job Title – Assistant Director General Ledger

Supervisor: Chief School Financial Officer and Executive Director of Finance

FLSA Status: Exempt

Job Goal:

- Assists the Chief School Financial Officer in the effective and efficient operation of the Finance Department in compliance with Board approved policies, generally accepting accounting procedures and applicable laws and regulations.

Minimum Qualifications:

1. Bachelor's degree in Accounting.
2. Three (3) years accounting or business management experience, including general ledger maintenance and financial statement preparation.
3. Ability to meet the suitability criteria for employment and/or certification licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
4. Knowledge of generally accepted business management principles and procedures.
5. Extensive working knowledge of general office software including spreadsheets, word processing, flowcharts, and databases.
6. Proficiency in oral and written communication skills.
7. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups.
8. Ability to read, analyze, and interpret data, use technology to perform job responsibilities, and demonstrate excellent communication skills with the ability to effectively present information as requested.
9. Ability to solve problems as a productive team member.
10. Physical strength, mobility, dexterity, stamina, and acuity to perform job responsibilities.
11. Ability to be punctual and in regular attendance.
12. Such alternatives to the above qualifications as the Board may require.

Performance Responsibilities and Essential Functions:

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Performs the business management function for the school system; oversees purchasing, the competitive bid process, and financial records.
3. Ensures that comprehensive records are kept of all purchases, purchasing contracts, competitive bids, requests for proposals, fixed assets, purchase orders, and other school system operations or records as assigned.
4. Prepares bids and requests for proposal (RFPs) for goods and services; schedules and supervises bid openings; prepares notifications and reports of bid results as required.
5. Assists federal program coordinators with program applications.
6. Monitors federal program expenditures and submits monthly requests for federal funds.

7. Maintains effective and positive working relationships with vendors.
8. Produces monthly and annual financial statements and accountability report.
9. Supervises cash receipting, bank reconciliation, and fixed asset functions.
10. Develops and monitors system budget and submits budget amendments to the Alabama State Department of Education.
11. Supervises general ledger activities including journal entry preparation, monitoring of payroll costing, calculating and posting federal program pass-through and indirect costs.
12. Monitors banking and investing activities.
13. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
14. Demonstrates initiative in identifying potential opportunities for improvement in areas of responsibility.
15. Responds to inquiries and requests in a timely and positive manner.
16. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
17. Properly uses equipment and material resources of the school.
18. Serves as needed on committees, tasks forces, or other representative bodies to assist with planning, decision-making, or reporting for the school system.
19. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
20. Reports absences and takes leave in accordance with Board policies and procedures.
21. Performs other job-related duties as assigned by Supervisor(s).

Terms of Employment: As established by the Board and applicable state law.

Evaluation: Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Jefferson County Board of Education reserves the right to amend the job description as needed.