



CHARIHO REGIONAL SCHOOL DISTRICT

Job Description

Position Title Assistant Director of Administration & Finance
Reports To Director of Administration & Finance
Level/Grade
Type of position: 12 Month 10 Month Contractor

Qualifications

Experience and/or education with a concentration on the application of accounting principles and practices through a Combined Balance Sheet with multiple funds.

Essential Duties and Responsibilities *(other duties may be assigned)*

- Ability to fulfill duties and responsibilities of Director of Administration & Finance in his/her absence.
- Supervision of accounting office data processing transactions, which consist of:
 - Accounts Payable Functions, verifying of direct payments which includes the supervision of the processing of purchase orders, the checking of invoices, and the preparation of bill schedules.
 - Payroll Functions as they relate to appropriate UCOA coding, ensuring proper general ledger coding and posting, approving direct deposit and retirement ACH activity at the bank level.
 - Manages duties of Fiscal Clerks, District Courier, and Clerk. Evaluates employees in these categories as scheduled.
- Responsible for all accounts receivable including but not limited to monitoring the State RIPAY site to ensure proper recording of EFT funds transfers.
- Reconciliation of the District's checking account done via the Keystone software program.
- Maintain controls and accounting for the District's debt service fund including reconciliation of US Bank statements, recording of interest revenue and interfund transfers as required.
- Responsible for the monthly closing of the general ledger, appropriation reports, bill payment reports, prepare budget report for School Committee, and maintaining controls of all Subsidiary Ledgers.
- Issuance (printing) of W2 and 1099 statements to employees and vendors. Includes transmittal reports to the IRS and RI Division of Taxation.
- Provide necessary information to the District Treasurer to ensure monthly reconciliation of revenue, expense and cash transactions. Monitor reconciliation of quarterly and annually benefit expenditures (retirement, FICA, Federal and State withholding) with Treasurer.
- Coordination of year-end closing procedures for all funds which includes the preparation of adjusting and accrual entries.
- Maintains controls for school lunch program including reconciliation of daily deposits, cash reconciliation at month end, preparation and submission of net cash resources report to RIDE.
- Responsible for compliance with the Uniform Chart of Accounts including all required report submissions and the Agreed Upon Procedures Report prepared by the audit firm.
- Responsible for maintaining all financial records and controls for reporting purposes.
 - Fiscal oversight of private foundation grants including input and tracking of all special revenue funds grant awards and expenditures. Ensures compliance with UCOA guidelines for same.
 - Fiscal oversight of Federal and State grants including preparation and monitoring of time and effort certifications.
 - Career and Technical education quarterly billing to sending districts.

- All aspects of accounting relative to the Chariho Tri-Town Task Force for which the District serves as fiduciary agent.
- All aspects of accounting relative to the Student Activities Fund.
- Liaison with the District's financial/personnel software vendor.
- Year end audit preparation and works with audit manager on final drafts.
- Performs all other duties and exercises all other powers that may be delegated by the Director of Administration.

Supervises

Fiscal Clerks, District Courier, Clerk

Skills Required

- Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to utilize current technology for communication, data analysis, and access to research and instruction.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions in various forms and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

Bachelor's Degree in Financial Management or Accounting (fund accounting coursework preferred) and applicable work experience.

Terms of Employment

Work year, salary, and benefits established by the School Committee.

Creation Date: 10/25/2002

Revision Date: 8/1/2014, 3/28/2017

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.