



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Assistant Director- Finance and Accounting

**Prepared Date:** 01/13/2022

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### **JOB GOAL:**

To assist in administering the fiscal affairs of the district efficiently, expeditiously, and to the ultimate benefit of each individual student enrolled.

### **TERMS OF EMPLOYMENT:**

Twelve month administration (245 days) contract, Pay 802 Grade 20, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience.

**FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. Bachelor's degree in Accounting required plus five (5) years' work experience in the field.
2. Experience with a CPA firm, government regulatory agency or a private firm.
3. Experience with fund accounting, budget administration and all phases of the general ledger.
4. Strong interpersonal skills.
5. Evidence of strong oral and written communication skills.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Participates in the preparation and recording of all disbursements of district funds
2. Performs the reconciliation of all bank accounts monthly.
3. Assists in the development, compilation and presentation of all reports that are the result of the accounting function including required state and federal reports with the District auditors, both internal and external, and provides information to them as requested.
4. Reports to the Director of Finance & Accounting on the District budget providing advance warning of potential over-expenditures of funds.
5. Assists in the investment of available district funds.



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6. Coordinates with the Information Services Department on the district's financial management system.
7. Performs other duties as may be assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.