



## Columbia County School District Job Description

<b>Position Title:</b> Assistant Chief Financial Officer		
<b>Department:</b> Business Department	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Chief Financial Officer in accordance with Policy GBI – Evaluation of Personnel	
<b>Pay Grade:</b> Administrative Salary Schedule, Grade K	<b>Pay Type:</b> Salaried – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Chief Financial Officer		

### MINIMUM QUALIFICATIONS

Minimum of a Bachelor's degree in accounting, prefer a Masters in Accounting, with a minimum of 5 years accounting experience.

Physical Requirements: Fingering, talking, hearing, repetitive motions. The physical requirement of this position is sedentary work. The visual acuity requirements including color, depth perception, and field of vision: The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures: transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes. The worker is not substantially exposed to adverse environmental conditions.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Works with general ledger and budget process and helps manage the accounting operations within the department. Knowledge of GAAP and FASB accounting procedures. Serves as Chief Financial Officer when the Chief Financial Officer is absent.
- Responsible for the entries into the general ledger and preparing the monthly financial reports.
- Responsible for helping prepare the budget and preparing budget entries during the year as needed. Assisting and training the schools in preparing the county budget.
- Responsible for working with the local school accounts. Assisting and training the schools on the financial applications as needed.
- Assigns account numbers for all budget accounts according to QBE Law and state accounting procedures.
- Prepares the annual state budget and state financial reports to be submitted to the State Department of Education.
- Works with payroll, benefits, and accounts payable in assisting them with accounting and software problems and reconciliations. Prepares the monthly payroll 941 reports.
- Gathers information for the State Auditors and helps with the QBE and federal audit.
- Prepares and balances monthly and year-end trial balances to be used by the State Auditors.
- Prepares monthly and year-end QBE reports used by the State Auditors and submits to the State Department of Education.
- All other accounting duties and responsibilities as assigned by the controller

## IMPORTANT NOTES

### ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

### MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** July 2013