



DOUGLAS COUNTY SCHOOL SYSTEM
P. O. BOX 1077, Douglasville, GA 30133
Mr. Trent North, Superintendent
770-651-2378

VACANCY NOTICE

POSTING DATE: March 13, 2024

CLOSING DATE: March 26, 2024 or until filled

POSITION TITLE: Executive Director of Finance

PRIMARY FUNCTION: Coordinates the day-to-day accounting functions for the school system, including accounts receivable, accounts payable, cash management, grants, payroll and school accounting. Assists in the development and administration of the school system budget.

REQUIREMENTS:

Educational Level: Bachelor's Degree in Accounting, Finance or related field.

Experience: Five to ten years of progressive experience in accounting and supervision.

Certification//License Required: None required, CPA desirable.

Proficient Skills:

- Thorough knowledge of theory and principles of accounting. Knowledge of financial accounting for the Douglas County School System and State Board of Education preferred.
- Thorough knowledge of general ledger accounting, cash management, accounts receivable, accounts payable and payroll.
- Ability to accurately analyze and interpret budgets and other financial data.
- Ability to work independently and exercise sound professional judgment in decision-making.
- Ability to appropriately resolve day-to-day accounting questions.
- Ability to coordinate and supervise the activities of other employees.
- Computer skills, including proficiency in word processing, spreadsheets and database applications, particularly Microsoft Office products (Excel, Word, Access).
- Excellent written and oral communication and organizational skills.
- Must be detail-oriented and possess the initiative to plan, organize and complete work with a minimum of supervision.
- Enumeration, computation and itemization skills. Proficiency in ten-key by touch, and accurate financial data entry.

Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
 Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

ESSENTIAL DUTIES:

1) Demonstrates prompt and regular attendance.
2) Supervises and directs the activities of the Senior Accountant, Property Control Manager, Financial Analyst, Grant Accountant, Payroll Accountant, Assistant Accountant, and Accounts Payable Supervisor and Specialists, including appropriate training and oversight to ensure policies and procedures of the Douglas County School System and State Board of Education are followed.
3) Assures duties of direct reports are capably performed in their absence (Senior Accountant, Property Control Manager, Financial Analyst, Grant Accountant, Payroll Accountant, Assistant Accountant and Accounts Payable Supervisor).
4) Assures all finance department positions are adequately cross-trained to ensure continuity of financial functions.
5) Responsible for ensuring that funds are requested timely from federal, state and local agencies.
6) Reviews and approves monthly reports prepared by direct reports.
7) Reviews and approves garnishment payments and notices.
8) Reviews and approves payroll tax returns, including preparation of annual W-2's and 1099's.
9) Facilitates audits of the financial records of the school system by assisting external auditors with questions and preparing and providing appropriate schedules and records.
10) Prepares an annual reconciliation of Salary and Travel Report to be submitted to the State Department each year.
11) Reviews monthly budget and financial reports and alerts the Chief Financial Officer and other personnel as appropriate of areas of concern.
12) Prepares financial reports as requested by the CFO.
13) Prepares journal entries as necessary for review by the CFO.
14) Reviews journal entries as prepared by other personnel for accuracy.
15) Assists with the consolidation and reconciliation of budget and financial reports remitted to the State Department of Education annually.
16) Assists in budget control including review and approval of budget amendments.
17) Works with the Assistant Accountant to update and maintain the school system financial procedures handbook.

18) Evaluates efficiency and internal controls and makes recommendations for improvement.
19) Communicates progress, plans and activities of Financial Services to CFO.
20) Provides the CFO with daily, weekly and monthly updates as needed to assist with management decision making.
21) Approves leave for direct reports.
22) Participates in annual performance evaluations for direct reports.
23) Participates in local, state, and national finance meetings and associations.
24) Stays abreast of current research and trends in Financial Management.
25) Performs other duties as assigned by the Chief Financial Officer.

REPORTS TO: Chief Financial Officer

APPLICATION PROCEDURES:

External Applicants: Apply online through Frontline. Submit a cover letter stating interest in this specific position, a standard resume and a list of three references with addresses and phone numbers, as soon as possible.

Email your application materials to Human.Resources@dcssga.org by March 26, 2024.

Current Employees: A letter of interest, resume and a list of three references with address and phone numbers, as soon as possible.

Email your application materials to Human.Resources@dcssga.org by March 26, 2024.

The Douglas County School system does not discriminate on the basis of race, gender, color, age, religion, national origin, or disability in its employment procedure.