## TITLE: Assistant Director of Accounting and Budgets

**JOB GOAL:** To perform the duties of the Assistant Director of Accounting and Budgets in an efficient and legal manner as required by generally accepted accounting principles and payroll procedures, district policy and applicable state and federal law.

**ESSENTIAL FUNCTIONS:**

* Perform all accounting and budget functions in the absence of the Director of Finance
* Supervise the accounting staff in the Business Office
* Supervise the establishment and maintenance of proper financial records in all schools and departments, including activity funds and food service funds, so that all funds are properly accounted for in accordance with federal, state and local requirements and resources are allocated towards instructional, operational and capital needs in a highly effective manner.
* Collaborates with the Assistant Director of Finance and the Director of Risk Assessment for Student Activity account management.
* Assist Director of Finance in preparation of District budget including the state budget documents.
* Insure adequate District wide internal controls are in place for both District wide accounting system and the student activity funds to prevent misappropriation of funds and demonstrate high fiduciary regard for taxpayer resources.
* Prepare internal accounting reports as needed to assist staff, administration and Board of Education timely access to monies for instruction, operations and capital needs, including a monthly report to the Board.
* Prepare external accounting reports as needed for various publics to demonstrate high fiduciary regard for taxpayer resources.
* Completion of reports for outside entities, including state departments, federal entities, grantor agencies, etc.
* Cross-train to all desks within the business office so as to provide coverage in staff absences
* Serve as primary contact for the District financial auditors, and auditors assigned by state, federal or other reasons as needed
* Supervise business office staff in Director of Finance absence
* Other duties as assigned

**QUALIFICATIONS:**

* Meets the employment qualifications set forth by the Kansas City, Kansas Board of Education and the Kansas State Department of Education
* Degree in accounting or business and/or related experience
* A minimum of five years of experience in the field
* Demonstrated knowledge of school district accounting/finance
* Knowledge of accounting and payroll procedures
* Familiar with state cash management requirements for school districts
* Demonstrated leadership and strong communication skills
* Demonstrated ability to utilize sound judgment and formulate appropriate responses to a wide variety of problems and situations
* Ability to utilize a wide variety of computer programs, including Excel.
* Capable of maintaining confidentiality

COMMUNICATION / ORGANIZATION:

* Maintains communication with school personnel, and parents/guardians to enhance cooperative action which will meet the educational needs of students.
* Utilizes existing technology effectively in the performance of duties.
* Performs other duties as assigned

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

LANGUAGE SKILLS: functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes. ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant

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 sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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 the work environment is usually loud and is a standard acceptable level for this environment.

OTHER SKILLS and ABILITIES: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students.

**TERMS OF EMPLOYMENT:** 261 days

**SALARY:** Based on KCKPS Salary Schedule

**FLSA STATUS: EXEMPT**

**REPORT TO:** Executive Director of Finance

**EVALUATION:** Performance of this position will be evaluated in accordance with Board of Education policy

Applicants should submit an application, cover letter and resume online at:

[**https://kckps.tedk12.com/hire/index.aspx**](https://kckps.tedk12.com/hire/index.aspx)

**Questions, please contact LaChelle Monroe, Human Resources**

**913-279-2333**