

<u>JOB TITLE:</u>	<u>REPORTS TO:</u>	<u>WORK YEAR/DAY:</u>	<u>SALARY GRADE:</u>
Finance Officer	Superintendent	260 Days	Certified Administrator Schedule II - A

SCOPE OF RESPONSIBILITIES:

Serves as the Treasurer for the Anchorage School District. Responsible for the accuracy and quality of all financial reports and accounting procedures and functions.

PERFORMANCE RESPONSIBILITIES:

1. Prepares all contractual checks and vouchers and completes the Orders of the Treasurer for Board approval.
2. Maintains computerized records on all receipts and expenditures of the board in accordance with sound accounting procedures and State Department of Education Rules and Guidelines.
3. Balances all Board accounts monthly and prepares monthly and annual financial reports for submission to the
4. State Department of Education.
Responsible for all school tax bills, collects property and franchise taxes, prepares deposits and maintains proper records.
5. Assumes responsibility for processing payroll including maintenance of records, dispersing taxes and various cafeteria plan payroll deductions, quarterly state and federal payroll and annual Federal W-2 reports and periodic KTRS and CERS reports.
3. Maintains sick leave, personal leave, professional leave, emergency leave, and other benefits and cross-references absentee and substitute cards.
7. Expands the operation of the computerized accounting system to insure that the district gains the greatest benefit.
8. Keeps Board of Education, Superintendent, Principals and other cost centers abreast of expenditures and receipts.
9. Prepare recommendations for improvement in procedures and operations involving financial transactions of the district.
10. Prepares financial reports for the board of education and attends all school board meetings.
11. Performs other operational duties relating to the Superintendent's office.
12. Performs other duties as assigned by the Superintendent.

MINIMUM QUALIFICATIONS:

1. Four-year College degree and license as a Certified Public Accountant.
2. Minimum of two years experience in bookkeeping and/or auditing.

Experience in the use of accounting software required.

Previous public school experience preferred.

Ability to handle routine administrative details independently and work without immediate supervision