

<b><u>JOB TITLE:</u></b>	<b><u>REPORTS TO:</u></b>	<b><u>WORK YEAR/DAY:</u></b>	<b><u>SALARY GRADE:</u></b>
Finance Officer	Superintendent	240 days	Classified Salary Schedule X or XI, based on education + Administrative Schedule

#### **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. Executes Accounting Services, Payroll, Grants and Awards Accounting, Purchasing, Insurance, Budget, and Leave Accrual functions for the District.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Prepares all contractual checks and vouchers and completes the Orders of the Treasurer for Board approval. Efficiently processes and promptly pays, in accordance with board approved procedures and policies, all invoices for just and proper claims against the District for services, supplies, and equipment. In keeping with prudent and sound business practices, maintains adequate internal controls for all purchases and disbursements.
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 State Department of Education.
4. Responsible for all school tax bills, collects property and franchise taxes, prepares deposits and maintains proper records. Executes an annual budget process that communicates the needs identified by the Superintendent and Board of Education and results in approval of the required funding.
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.
6. 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 ensure 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 and presents long range financial forecasts and communicates fiscal matters to the Superintendent and Board of Education as requested.

11. Prepares financial reports for the board of education and attends all board meetings.
12. Performs other operation duties relating to the Superintendent's office.
13. Performs other duties as assigned by the Superintendent.

#### MINIMUM QUALIFICATIONS

1. Bachelor's Degree in Finance, Business Administration, or related field required and preferred license as a Certified Public Accountant.
2. Minimum of two years experience in bookkeeping and/or auditing and preferred knowledge of the principles, procedures, and practices of public school operations, development of a public budget, and understanding of the interaction of the various departments within a school division.
3. Experience in the use of accounting software
4. Ability to handle routine administrative details independently.
5. Effective communication skills.