



Pickens County Schools

Job Descriptions

ASST FINANCE DIRECTOR

Title/Position: Assistant Finance Director

Retirement: Teacher Retirement System of Georgia

Terms of Employment: 240 Days, 8 hours/day

Reports to: Chief Financial Officer

Qualifications:

1. High School Diploma
2. Associates Degree or higher in accounting or related field preferred.
3. 3+ years previous work experience in accounting or related field.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES

- Assist the Chief Financial Officer in all areas of business and financial matters pertaining to the operation of the School District.
- Provide useful, accurate, and timely information for audits, progress reports, funding agency requests, program descriptions, and budget administration that follow federal, state, and local requirements.
- Ensure all school district financial and cash bank accounts are accurately reconciled to accounting records and all approved adjustments are recorded and ready for review on a monthly basis.
- Assist in the preparation of system financial statements for audit review.
- Assist in the preparation and issuance of financial reports to individual schools and departments comparing state, federal, and local grants and allotments to the approved budget in a timely and accurate manner.
- Prepare all federal, state, and local reports and cash reimbursements to proper receiving agencies in a timely and accurate manner.
- Prepare and submit all payroll tax payments and reports on a monthly, quarterly, and/or annual basis in a timely and accurate manner.
- Post approved monthly adjusting entries as needed for the school district's account records to ensure accurate financial presentation.
- Perform general ledger review and closing procedures as needed.
- Provide assistance in preparing and implementing the school district's annual budget and financial reporting.
- Assist and monitor school system bookkeepers concerning financial transaction accuracy and proper reporting.

- Maintain fixed asset records, oversee annual inventory, and prepare related annual financial statement disclosure with appropriate documentation.
- Prepare and monitor invoicing for various programs as needed.
- Administer and maintain the school district's records retention procedures.
- Participate in training programs to increase skills and proficiency related to assignments.
- Perform other duties as assigned.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.