

THE SCHOOL BOARD OF BREVARD COUNTY, FLORIDA

JOB DESCRIPTION

Position Title:

Manager

Department:

Accounting Services

Salary Range:

\$64,170.00 - \$96,635.00

Date Needed:

July 2017

ALL interested candidates MUST:

1. Complete the application for the School Board of Brevard County at:
<https://iss.brevard.k12.fl.us/AT000.pgm>
 2. Submit letter of intent and current resume to:
Jo Ann Clark, Director
Accounting Services
Via email to: brooks.kara@brevardschools.org
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Job Goal

Responsible for oversight, planning, and coordination of departmental functions, with emphasis on general ledger accounting, capital assets/asset management, accounts payable, and financial reporting. Responsibilities also include direct supervision of staff and monitoring of day-to-day operations in accordance with related policies, procedures, and government mandates.

Qualifications

1. Bachelor's Degree in Accounting from an accredited educational institution required.
2. Three years' experience in accounting with two years at the supervisory level required.
3. Advanced experience in ERP systems, Microsoft products, and software solutions required.
4. At least one year of governmental accounting experience required.
5. Certified Public Accountant or a Master's in Business Administration preferred.
6. Valid Florida Driver License.

Job Responsibilities

The following list of duties and responsibilities are intended to describe the general nature and level of work being assigned to this position.

1. Provide direction and supervision to assigned personnel, conduct annual performance appraisals, make recommendations for appropriate employment actions, and develop training for assigned staff.
2. Assist in the management of fiscal operations, including developing and monitoring fiscal policies, procedures, and internal controls to ensure compliance with all applicable federal, state, and local rules, regulations, and statutes, including Board policies.
3. Develop required schedules and reports as needed by internal stakeholders and external agencies. Prepare Ad Hoc reporting as needed for the director and/or CFO.
4. Assist/lead preparation of monthly financial reports and annual financial reporting (AFR/CAFR).
5. Participate and/or lead coordination of internal/external audit.
6. Assist in grant reporting and monitoring of grant procedures.
7. Assist in the planning, organizing, and controlling of all aspects of District vendor payment functions in compliance with District policies, state and federal regulations.
8. Assist in development of forecasts of District revenues and cash needs.
9. Make recommendations regarding operating and long-term capital funding needs including innovative financing structures that safely maximize return.