

JEFFERSON COUNTY BOARD OF EDUCATION  
Birmingham, Alabama  
JOB DESCRIPTION

TITLE: Assistant Director of Finance - General Ledger

QUALIFICATIONS:

1. Minimum of three years experience preferably in governmental accounting involving general ledger maintenance, financial statement preparation and a working knowledge of computer technology.
2. Bachelor's degree in accounting from an accredited college or university and/or Public Accountant Certificate (CPA) preferred.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS: Executive Director of Business and Financial Affairs (EDBFA)

JOB GOAL: Assist The EDBFA in the effective and efficient operation of the Finance Department in compliance with Board approved policies, generally accepted accounting procedures and applicable laws and regulations.

PERFORMANCE RESPONSIBILITIES:

1. Produces monthly and annual financial statements accountability report.
2. Supervises cash receipting, bank reconciliation, fixed asset functions, and accounts payable functions.
3. Develops and monitors systemwide budget and submits budget amendments to the State Department of Education.
4. Serves as point of contact for local school budgeting questions.
5. Supervises general ledger activities including journal entry preparation, monitoring payroll costing, calculating and posting federal program pass through and indirect costs.
6. Imports local school and community education zone accounting information into the general ledger accounting system.
7. Monitors banking and investing activities.
8. Assists federal program coordinators with program applications.
9. Monitors federal program expenditures and submits monthly requests for federal funds.

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10. Responsible for annual Form 1099 preparation.
11. Performs other related work as assigned by the EDBFA.

**TERMS OF EMPLOYMENT:** Twelve months. Salary is established by the Jefferson County Board of Education.

**FSLA Status:** Exempt

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policies, administrative procedures and guidelines on evaluations.