



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Accountant III
Payroll/Personnel Type:	12 Month
Job #:	223
Reports to:	Fiscal Control Director
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible
Starting Salary:	\$75,000

Position Summary:

Perform the duties required to develop, implement, maintain, and administer effective procedures for the accounting and internal control of the fiscal resources of the Board of Education.

Essential Functions:

- Coordinate preparation of the Annual Secretary of the Board Report (ASBR), the Comprehensive Annual Financial Report (CAFR), and the yearly State and Federal Compliance Report
- Coordinate and participate in all internal audits for the Board of Education and ensure all corrective actions are implemented
- Oversee disbursement of funds for all bills/claims against the Board
- Coordinate and participate in all internal and external financial reports for the Board
- Assist and coordinate all month-end and year-end closing activities; oversee all general ledger maintenance
- Assist with outside auditors/technical and professional liaison for the entire office
- Assist with the training of accountants and financial analysts with analysis of data, trend analysis, and resolving work problems.
- Participate in the design and implementation of new and revised accounting/auditing procedures; construct, maintain, edit, and implement the department's comprehensive training manual
- Assist with the implementation of FOCUS programs to facilitate internal and external reporting requirements
- Compile all appropriate expenditures by location to determine cost per pupil for the Annual Report to the community
- Train site administrator and principals in proper processing of purchase orders and vouchers
- Conduct in-service workshops related to internal controls and disbursement of funds
- Resolve requisition suspensions
- Monitor professional development of staff
- Perform other related duties or special projects as assigned

Knowledge, Skills, and Abilities:

- Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret instructions furnished in written or oral form
- Ability to effectively work and interact with others

Experience:

