



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

Position Title:	Accountant III
Payroll/Personnel Type:	12 Month
Reports to:	Fiscal Control Director

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:

- Supervise accounting personnel, to include training, analyzing and resolving work problems or assisting in solving work problems; approve personnel actions such as hiring, rate increases, promotions and disciplinary measures
- 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
- Act as liaison for outside auditors/technical and professional liaison for the entire office
- Supervise and participate in the design and implementation of new and revised accounting/auditing procedures; construct, maintain, edit and implement the department's comprehensive training manual
- Write 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:



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- A broad knowledge of a discipline such as accounting/business economics equivalent to a complete college or university education (required)
- Minimum of three years' experience working in governmental accounting/auditing/financial reports, Supervisory experience a plus

Education:

- Bachelor's Degree in Accounting or Finance (required)
- CPA/MBA (preferred)

Experience:

- Requires a broad knowledge of a discipline such as accounting/business economics equivalent to a complete college or university education

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee	Date
Immediate Supervisor	Date
Human Resources	Date



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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.