



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

**POSITION TITLE:** Assistant Director, Accounting and Financial Reporting  
**JOB CODE:** New  
**CLASSIFICATION:** Exempt  
**SALARY BAND:** C  
**BARGAINING UNIT:** ESMAB  
**REPORTS TO:** Director, Accounting and Financial Reporting  
**CONTRACT YEAR:** Twelve Months

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**POSITION GOAL:** The Assistant Director, Accounting and Financial Reporting ensures timely and accurate financial reporting by providing leadership to department staff. This role is responsible for analyzing financial information, identifying trends and comparing information for accuracy and reasonableness in order to provide management with information that can be relied upon in making business decisions. The position is also responsible for safeguarding the District's assets by maintaining appropriate control procedures and accounting records that are consistent with Federal and State requirements and Generally Accepted Accounting Principles.

**ESSENTIAL PERFORMANCE RESPONSIBILITIES**

**The Assistant Director, Accounting and Financial Reporting shall carry out the performance responsibilities listed below.**

- Supervise staff as assigned in the performance of job duties, including Accountant(s) and clerical staff.
- Assist in and/or coordinate the timely and accurate preparation of the Comprehensive Annual Financial Report (CAFR), the Superintendent's Annual Financial Report (SAFR), and other reports, as required, for the State, School Board, and management.
- Assist and coordinate with audits performed by state auditors and/or public accounting firms.
- Oversee departmental activities and processes.
- Prepare financial statements in compliance with Governmental Accounting Standards Board (GASB) standards.
- Prepare financial impact analysis based upon changes resulting from new standards and regulations.
- Monitor general fund balance levels by preparing an analysis of the year-end projected fund balance.
- Supervise the maintenance of the District's general ledger for all funds.
- Assist the Director in ensuring that the District remains in compliance with external requirements and internal policies by remaining current with State/Federal regulations and policies, Governmental Accounting Standards Board (GASB) pronouncements, and State legislation issues that have a financial impact to the District.
- Coordinate the quarterly and year-end closing process and ensure that the deadlines are met.
- Ensure the accuracy of financial and accounting information by performing analytical reviews, in compliance with the chart of accounts, accounting and reporting standards and identify unusual accounting activity.
- Assist the Director with identifying innovative automated solutions that improve productivity and accuracy by investigating alternatives, developing project plans and managing project status.
- Supervise the accounting of the District's tangible personal property equipment and coordinate activities for disposition of property when declared surplus or for removal from inventory by the School Board.
- Manage staff to ensure compliance with accounting and reporting standards, and department deadlines and goals.
- Meet with stakeholders and present financial information and reports.
- Coordinate training to ensure staff is updated on new policies and procedures that improve accounting and financial reporting.
- Perform and promote all activities in compliance with the equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
- Participate in the training programs offered to increase the individual skills and proficiency related to the job responsibilities.

- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor, or designee.

**MINIMUM QUALIFICATIONS & EXPERIENCE:**

- An earned bachelor's degree from an accredited institution.
- A minimum of eight (8) years of experience with the last ten (10) years in the field related to the title of the position, including experience in public accounting, financial reporting, auditing, or governmental accounting.
- Valid certification in public accounting (CPA).
- Computer skills as required for the position, including proficiency in Microsoft Office applications.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Degree majors in accounting or related field.
- Knowledge of federal and Florida law and the State Board of Education rules pertaining to school financial systems.
- Demonstrated knowledge of complex finance and accounting principles, GASB, and school board policies and procedures.
- Bilingual skills.

**SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:**

Frequently coordinates with District based administrators at all levels to ensure timely and accurate accounting and reporting of financial transactions; work with senior management on specific accounting analysis and with representatives from the Florida Department of Education, external auditors, and internal auditors to provide requested financial information.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

**EVALUATION:**

Performance will be evaluated in accordance with Board policy.

Board Approved: