

GULFPORT SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Business Manager/Internal Accountability

Board Approved - June 18, 2012

QUALIFICATIONS:

1. Baccalaureate degree from an accredited four-year college or university with a major in accounting
2. Skilled in machine data accounting
3. Three (3) years accounting work experience or as approved by the Board of Trustees

SUPERVISES: Has a staff relationship with all members of finance department

REPORTS TO: Chief Financial Officer

JOB GOAL:

Maintain accurate financial records for the Gulfport School System

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Maintain a computerized system of financial accounting
2. Trouble Shoot computer programming for accounting operations
3. Process data entry of all district revenues
4. Prepare, enter, and record all general ledger disbursements of district funds between funds and to external sources
5. Post revenues and expenses in a timely manner to facilitate financial reporting
6. Make necessary adjusting entries
7. Provide monthly accounting of all income and expenditures
8. Maintain accurate balances for all funds of the district
9. Prepare bank deposits
10. Reconcile all bank accounts monthly
11. Maintain a cash flow and investment program
12. Assist in conducting an internal auditing program for all funds
13. Provide financial reports to district personnel
14. Answer inquiries from budget units regarding financial procedures
15. Serve as a resource to the staff of the finance department
16. Act in the absence of the Chief Financial Officer
17. Perform other duties as assigned

TERMS OF EMPLOYMENT:

230 days

EVALUATION:

Annually by the Supervisor