



<b>Title:</b>	Assistant Finance Officer
<b>Reports to:</b>	Chief Finance Officer
<b>Terms of Employment:</b>	12 Months
<b>Salary:</b>	TBD

Purpose: To direct the Accounting and Payroll functions, and assist the Chief Financial Officer in all aspects of overseeing the financial operations of the school system.

Essential Functions:

- Follow all rules, policies and procedures of Scotland County Schools, along with state and federal regulations pertaining to school finance issues.
- Reconcile Federal and State budgets and expenditures with DPI records monthly including but not limited to MFR Reports and Report Card.
- Prepare financial statements from trial balance.
- Assist with CAFR
  
- Prepare monthly reconciliation and analysis of various general ledger accounts.
- Prepare bank statements reconciliations.
- Research budget and general ledger issues as needed.
- Assist with budget preparation and monitoring.
- Monitor accounting for capital outlay projects and submit reimbursement requests to the County when appropriate.
- Conduct periodic review of general ledger accounts for accuracy.
- Prepare annual, quarterly and monthly reporting which includes but not limited to LGC reporting, Escheat reporting, 941 Quarterly Tax Reporting, State Withholding Quarterly Reporting, Medicaid Administrative Outreach reporting, and Sales Tax Refund Report.
- Prepare journal entries and budget transfers as needed.
- Prepare and submit 1099 reporting.
- Conduct accounting and reconciliation of Fixed Assets.
- Perform oversight of vendor statement reconciliations, payment approvals and customer service.
- Assists with random audits of schools/departments as directed by Finance Officer.
- Oversee the preparation of appropriate documents necessary for the purchase of materials, supplies, equipment and service contracts, including all bid process documentation.
- Facilitate the development of systems, policies, and procedures to streamline operational functions within the school/department offices.
- Monitor and evaluate finance procedures to ensure compliance and recommend changes as needed to the Chief Financial Officer to improve effectiveness and efficiency.
- Assists CFO with auditors during external audits; responsible for coordination and preparation of audit work papers and narratives.
- Oversee internal controls in accounting system and ensure system controls are properly followed.
- Research software issues and verify system reliability subsequent to software upgrades.
- Provide customer service for all financial issues.

- Assist with finance training of school/department clerks.
- Backup for Payroll.
- Backup for Accounts Payable.
- Any other duties as assigned by the Chief Officer for School Finance.

### Minimum Job Requirements

1. Bachelor's degree in Accounting or related field required.
2. Five or more years of work experience involving finance operations in a business or school system. School system experience preferred.
3. Knowledge and understanding of rules and regulations.
4. Certified School Business Director – NCASBO preferred
5. Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel and central office staff.
6. Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
7. Ability to establish and maintain effective working relationships as necessitated by work assignment.
8. Comply with confidentiality requirements in local, state and federal policies and statutes.
9. Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, or meet specific standards.