

YKSD JOB DESCRIPTION



Job Title: Assistant Controller	
Supervisor: Chief Financial Officer	Location: District Office, Fairbanks
Authorized Hours: 7.5 hours per day, M-F	Classification: Certificated/Salary
Days/Months: 12 months	Range: Supervisor

General Responsibilities

Under the direction of the Chief Financial Officer and Board Policy, implement, analyze and improve the District's accounting and business services. Provide skilled accounting and technical support and assistance with audits, grants management and general fund accounting tasks.

Duties

1. Work with CFO to provide support during annual audit to include generation of general ledger reports, prepare back-up schedules, gather source documents, and prepare complex schedules and audit work papers.
2. Assist CFO with annual Impact Aid Application, including data collection.
3. Prepare, review and input journal entries into the accounting system and maintain all JE records.
4. Monitor and reconcile student activities special revenue accounts and teacher discretionary allotments.
5. Verify and maintain deposit records and receivables. Reconcile receivable accounts monthly.
6. Verify and enter all revenue receipts in the accounting system.
7. Research and resolve all NSF checks and make deposit adjustments.
8. Reconcile all bank statements monthly.
9. Enter all special fund budgets and budget revisions and maintain record of budget entries.
10. Assist CFO with annual general fund budget preparation and submittal to the State.
11. Work with directors and site administrators on annual special funds budgets and revisions.
12. Assist CFO to prepare and analyze financial statements, required financial reporting and funding requests for all grants and contracts, including reconciliation of balance sheet accounts, while working closely with the directors of the grants and contracts.
13. Monitor, interpret and apply statutory, regulatory and program guidelines related to grant funding.
14. Review and analyze accounting data to ensure accuracy of coding. Research and resolve all miscoding's and discrepancies.
15. Review and electronically approve Raven family purchase requisitions.
16. Supervise Raven Homeschool Accounting Technician position.
17. Assist Accounting Technicians in preparing and recording monthly PCard (BMO) bank withdrawal.
18. Ensure E-Rate payments are properly recorded monthly.

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19. Supervise Business Office staff in absence of CFO.
20. Serve as back up for processing and recording all internal payments.
21. Serve as back up for iVisions security and setup.
22. Provide back-up support for and support to the Payroll Technician.
23. Perform other duties as assigned.

Equipment Used

Standard office equipment, including computer, 10-key calculator, printer, copier, fax machine, telephone system, and video conferencing.

Independent Decisions

Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

Primary Working Contacts

Administrators, teachers, parents, district office staff and vendors.

Responsibility for Cash, Equipment, Safety

None

Supervision Received and Exercised

Receives oral and/or written instructions from assigned district office administrator.
Supervises Accounting Technician position.

Unusual Working Conditions

Work is performed in a normal office setting. There are no unusual demands of the position.
Position is mostly sedentary with extended periods sitting at desk/computer.

Evaluation

Annual written evaluation.

Qualifications

Education: Bachelor's Degree in Accounting required. Proficiency in Microsoft Office, Excel and Word applications required.

Experience: A minimum of 5 years working experience in accounting operations and business functions. Experience in school governmental fund accounting is preferred.

Skills:

Experience with computerized accounting software and working knowledge of office machines, computers and email applications required.