

District Supervisor, Financial Operations

Please use the following link to apply and submit required documents for this position: <https://www.hrdadeschools.net/adminjobs/>

HYBRID-Remote Work Option Available

This is an MEP pay grade 21 position. Salary Range: \$79,499-\$145,835.

OCCUPATIONAL SUMMARY

Analyzes, monitors, executes and reconciles all accounting, payroll, accounts payable disbursements and internal control functions to properly safeguard School Board assets; prepares financial reports to meet the internal and external reporting requirements; provides information to internal and external auditors; and complies with federal, state, local requirements and School Board policies and requirements. Plays a key role in the year-end financial closing account analysis in the preparation of the Annual Financial Report (AFR) and Comprehensive Annual Financial Report (CAFR).

EXAMPLE OF DUTIES

1. Supervises a specific area within the accounting operation.
2. Ensures the accounts are reconciled and reviewed in a timely manner.
3. Supervises the reporting and compliance to federal, state and local requirements and School Board policies and requirements.
4. Assigns priorities for financial and personnel resources.
5. Prepares and/or reviews monthly, quarterly, or annual financial statements pertinent to area of responsibility.
6. Prepares and analyzes schedules, financial statements and reports for the District Managed Charter Schools using QuickBooks.
7. Supports the District Managed Charter Schools Administration and its Board on financial matters.
8. Assists in the interpretation and implementation of new accounting pronouncements (GASB, FASB, and other authoritative sources).
9. Supervises the development and implementation process for new and/or improved accounting information systems.
10. Develops new procedures for year-end closing activities to minimize time spent while maximizing efficiencies.
11. Monitors account balances and responds to questions regarding variances.
12. Provides accounting support system-wide to all school and central administration locations.
13. Performs other duties related to general administrative responsibilities of the position.

PHYSICAL REQUIREMENTS

This work requires the following physical activities: sitting, mobility, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed primarily indoors.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Accounting, Finance or related field.
2. Certified Public Accountant preferred.

3. Minimum of three (3) years of progressive experience in Finance, Accounting, Treasury Management or related field.
4. Minimum of three (3) years administrative experience.
5. Knowledge of accounting, financial reporting, Florida laws and regulation.
6. Knowledge of computer software and technology pertinent to area of specification.
7. Demonstrated ability to communicate effectively in both oral and written forms

The **APPLICATION DEADLINE is Monday, November 20, 2023 by 4:00 p.m.** Please attach an UPDATED RESUME, COVER LETTER and TWO PROFESSIONAL LETTERS OF RECOMMENDATION (signed or electronic signature and dated within the past 12 months) to your online candidate profile.

Questions should be addressed to Mr. Jorge Rubio, District Director, at 305-995-7247 or by via email Administrativestaffing@dadeschools.net