



# Director, Financial Reporting

**Reports to:** Comptroller

**Structure/Grade:** Unified 132

**Division:** Finance

**Workdays:** 246 Days

## Position Summary

Plans, organizes, and directs the preparation of monthly and annual financial reports for internal users, including the Board, as well as prepares accurate financial reports and schedules in preparation for external audits and reviews, along with a wide variety of related financial reporting functions. This position will establish and maintain appropriate control procedures to ensure accuracy in reporting and compliance with Governmental Accounting Standards Board (GASB) and the Georgia Department of Education.

## Essential Job Duties

- Oversees the general accounting and financial reporting functions, including general ledger accounting, cash management/reconciliation, grant reporting, and compliance reporting to ensure the integrity of the District's funds. Supervises the preparation of and compilation of accounting and financial reporting activities and reports.
- Supervises and evaluates work responsibilities of assigned staff, including ensuring the Accounting and Financial Reporting Departments are staffed with qualified financial personnel and ensuring their continued development.
- Performs general ledger review and analysis and makes appropriate entries and adjustments to ensure proper classification of assets, liabilities, revenues, and expenditures.
- Supervises the completion of federal and state reporting requirements, and other reports required by government regulations.
- Maximizes funding to the district by monitoring GaDOE and GASB emerging issues, compliance with GaDOE spending requirements, and accurately reporting expenditure data to the GaDOE
- Directs and coordinates the preparation of financial data to help generate various reports, including monthly financial reports and the Annual Comprehensive Financial Report (ACFR).
- Ensures timely and accurate preparation of required reports on a District-wide basis and with external auditors by establishing closing timelines and staff assignments and coordinating quarterly and year-end closings of the district's financial records
- Conducts workshops or training programs on a district-wide basis to ensure staff is knowledgeable in the timely and accurate preparation of financial statements and reports
- Assists schools and departments in the resolution of disputes to ensure accurate recording of financial transactions and reporting
- Recommends and monitors changes to the district's chart of accounts by applying the most up to date generally accepted accounting principles and government accounting standards and establishing procedures to add or delete accounts
- Ensures the District remains in compliance with external legal requirements and internal policies by remaining current with Georgia Department of Education (GaDOE) regulations, GASB's and generally accepted accounting principles, identifying opportunities for improvements or additions to School Board



policies, procedure changes applicable to accounting and reporting procedures, and developing recommendations relating to changes of existing processes and procedures.

- Oversee the District's grant financial reporting, ensuring completion of drawdowns and completion reports are performed accurately and timely.
- Advises the Chief Financial Officer (CFO), Deputy CFO and Comptroller on department matters and recommend improvements or revisions by identifying opportunities for improvement, evaluating effects of change, supporting management informational needs by refining or developing reports, and monitoring project implementations
- Participates successfully in the training programs offered to increase the individual's skill and proficiency related to the assignments
- Performs other duties as assigned

### Qualifications

- Bachelor's degree from a Professional Standards Commission approved accredited college or university in Accounting, Finance. Business or closely related areas are required. Master's degree preferred.
- Minimum of five (5) years of progressive managerial/administrative level experience in Accounting and/or Finance required, or three (3) years of progressive managerial/administrative level experience in Accounting and/or Finance AND hold a valid Certified Public Accountant (CPA) license. Experience in governmental/school district accounting and auditing is preferred.
- GAPSC Support Personnel License required.
- Certified Public Accountant (CPA) license, Certified Government Financial Manager (CGFM) certificate, or School Finance and Operations (SFO) certificate preferred.

### Knowledge, Skills, and Abilities

- Knowledge of financial analysis; banking procedures with respect to government funds and school district operations; cash management; and expenditure and disbursement; governmental accounting principles, practices and standards, including but not limited to Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB); federal, state and local
- laws, regulations and guidelines, and state laws regulating local school systems, State Board of Education rules and regulations.
- Excellent communication skills, both written and verbal; strong decision-making ability, ERP experience, budget experience, proven performance, and resource management skills; strong computer and business solutions software skills, including Excel
- Ability to direct and administer the programs and services of a non-profit educational and/or service organization; analyze and evaluate financial problems and to compile related financial data: establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; maintain confidential information; effectively lead, organize, and direct the work of others; design and implement short and long range objectives; relate to a wide variety of people and to observe, listen, and provide leadership which results in the best possible work environment

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

Reviewed/Revised: 01/31/2025



### Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

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