GENERAL RESPONSIBILITIES
Administers the business and financial affairs of the school district in such a way as to provide the best possible educational services with the financial resources available.

QUALIFICATIONS
Education: Bachelor's degree required, accounting emphasis preferred.

EXPERIENCE:
Three or more years of supervisory experience in a mid-to-upper level accounting required. At least three years experience in financial operations in a school district preferred.

DUTIES & EXPECTATIONS
1. Develop and implement sound fiscal policies and procedures, including the collection, safekeeping and appropriate distribution of funds.
2. Provide leadership in development and operational effectiveness of all business services programs.
3. Prepare monthly financial and cost reports for the Superintendent, and reports for the Board meetings.
4. Provide monthly accounting of all income and expenditures to program directors and site administrators.
5. Maintain a continuous internal auditing program for all funds.
6. Continuously monitor District’s bank account to ensure a positive bank balance. Ensure bank accounts are reconciled monthly.
7. Work with Superintendent, program directors and site administrators on annual budgets and revisions.
8. Approve all vouchers authorizing the expenditure of funds.
9. Responsible for the appropriate accounting of all funds, utilizing the State’s Chart of Accounts.
10. Work directly with the independent auditors in preparing year-end financial statements, including all year-end reports, schedules and reconciliations.
11. Supervise Assistant Controller, Food Service, Accounts Payable, Payroll, and Purchasing including annual evaluations of Business Office staff.
13. Oversee all functions of payroll process, ensuring that all liabilities are processed promptly and accurately.
14. Prepare quarterly grant reimbursement requests and annul grant expenditure reports.
15. Perform other duties as assigned.

Benefit package includes medical, dental, vision insurance, paid time off, and life insurance. Position start date is 07/01/2020. Email resume and letter of interest to hr@yksd.com or visit our website at www.yksd.com for more information.

The mission of the Yukon-Koyukuk School District, in active partnership with its families and communities, is to provide our students with the skills and knowledge necessary to become contributing members of their families, communities and society.