

***Alabama State Department of Early Childhood Education
Director of Accounting
Job Description***

Rationale: This position will assure a strategic role in the overall management of the department. The Director of Financial Services will have primary day-to-day- responsibility for managing and controlling all financial-related activities of ADECE. This will include direct responsibility for budgeting, accounting, finance, forecasting, and strategic planning

Duties will include, but not be limited to, the following:

- Work directly with the Secretary and Senior Director to develop financial needs to meet the strategic focus of the department.
- Oversee fiscal integrity of all accounting processes for DECE, grants management activities, accounting transactions and financial reports initiated and prepared by those under direct supervision, as detailed under supervision duties. Determine, interpret, implement and communicate changes in internal accounting procedures and policies resulting from changes in Federal and State funding.
- Responsible for implementing and monitoring internal controls relating to financial and program related processes.
- Resolve financial audit findings and prepares response to appropriate agencies on findings, both financial and program; preparation of letters and memoranda concerning financial matters; work with State Finance Director, Examiners of Public Accounts and Federal Auditors on departmental audits, allotments, allocation of funds, requesting information, interpretation of laws, rules and regulations, fiscal reviews, etc.
- Advise and communicate with accountants, key program staff, department management on fiscal matters, consult and communicate with department personnel, Examiners of Public Accounts, Budget Office personnel, State Comptroller personnel, Federal agency personnel, local education personnel, and public on matters of interpretation and compliance with fiscal actions.
- Responsible for the integrity of the ADECE accounting transactions recorded into the Statewide Accounting System (STAARS) to ensure that payments and accounting transactions are recorded in a timely manner; working with State Business System and the Comptroller's Office on any issues that arrive.
- Other duties as assigned.

The applicant must have a thorough knowledge and understanding of the following:

- Knowledge of applicable laws, ordinances and regulations governing financial and budgetary operations
- Knowledge of modern accounting, auditing and related fiscal methods and procedures. Ability to apply accounting, auditing and finance principles and techniques in a wide variety of complex operating issues.
- Knowledge of personnel management

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- Ability to supervise and coordinate work of accounting, budgeting, contracts, procurement and auditing.
- Knowledge of the Code of Alabama

Education:

- BS in Accounting from accredited college or university with a minimum of 15 semester hours in accounting which must include one course in cost accounting and one course in intermediate accounting.

Experience:

- Seven years working in Accounting in various roles overseeing various programs as related to governmental fund accounting.

Other Skills:

- Effective verbal and written communication skills
- Excellent people skills
- Strong organization and data management skills
- Effective problem solver
- Strong motivational skills
- Proficiency in MS Office; including Word, Excel and Outlook
- Strong analytic thought process and ability to interpret findings
- Ability to work on multiple assignments concurrently