

## **ACCOUNTS RECEIVABLE SUPERVISOR, Food Service Accounting**

Please use the following link to apply and submit required documents for this position: <https://www.hrdadeschools.net/adminjobs/> or <https://careers.hrdadeschools.net/job-invite/1404/>

### **HYBRID-Remote Work Option Available**

This is an MEP pay grade 20 position. Salary Range: \$73,683. - \$135,228.

#### **OCCUPATIONAL SUMMARY**

Organizes, directs, coordinates, and controls the food service accounting and reporting functions of the Miami-Dade County Public Schools. Assists and provides information to external, internal, federal, and/or state auditors. Ensures financial reports comply with federal, state, local requirements and School Board policies and procedures. Plays a key role in the year-end financial closing account analysis in the preparation of the Annual Financial Report (AFR) and Annual Comprehensive Financial Report (ACFR).

#### **EXAMPLE OF DUTIES**

1. Directs staff in the performance of general accounting duties to ensure the proper maintenance, posting, and balancing of accounting ledgers.
2. Prepares journal vouchers, monthly balancing and reconciliation of accounts to ensure appropriateness of financial transactions for accurate reporting of revenues, expenditures, assets, liabilities, and fund balances.
3. Prepares and interprets for administration food services budget projections each month. Plans, directs, coordinates, and hosts monthly budget projection conferences with Office of Management and Budget and Office of Food and Nutrition Management.
4. Analyzes and interprets historical data and prepares specialized reports by schools and/or departments to aid management in decision making.
5. Prepares and analyzes schedules, financial statements and reports for submission to auditors, the School Board, and other parties.
6. Prepares the year-end workpapers to support the figures included in the Annual Financial Report (AFR) and Annual Comprehensive Financial Report (ACFR).
7. Assists in the interpretation and implementation of new accounting pronouncements (GASB, FASB, and other authoritative sources).
8. Identifies and resolves variances or discrepancies and communicates with internal and external stakeholders to ensure that Accounting receives required information for proper financial reporting and disclosure.
9. Develops and implements procedures and computerized spreadsheet applications for more efficient operations and cost savings opportunities.

10. Participates in the planning, development, and implementation process for new and/or improved information systems.
11. Performs other duties related to the 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 QUALIFICATION REQUIREMENTS

1. Bachelor's Degree in Business Administration, Finance, or Public Administration or related field.
2. Minimum of three (3) years of financial/accounting experience in employee benefits and/or risk management.
3. Demonstrated ability to communicate effectively in both oral and written forms.

The **APPLICATION DEADLINE is Tuesday, April 2, 2024 (EST)** Please attach an UPDATED RESUME 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 305-995-7196 or contact us at <https://www.hrdadeschools.net/adminjobs/>