



Northside Independent School District

DEPARTMENT OF HUMAN RESOURCES

JOB POSTING NUMBER: P1109116

JOB ANNOUNCEMENT

ASSISTANT DIRECTOR FOR ELECTRONIC PAYMENTS

Accounting Department

CLOSING DATE: December 4, 2009

JOB DESCRIPTION

Under the supervision of the Director of Accounting, the Assistant Director for Electronic Payments is responsible for the management of the implementation and daily operations of the of the online payment system. The objective is to ensure the proper evaluation, allocation and recording of all electronic payments.

EDUCATION AND CERTIFICATION REQUIREMENTS

- Bachelor's Degree in Business Administration or related field
- Licensed as a Certified Public Accountant (CPA) preferred
- Local government experience in Accounting and/or Financial Business Systems
- Demonstrated ability to communicate effectively both verbally and in writing
- Demonstrated ability to manage multiple projects simultaneously
- Demonstrated ability to analyze financial data and formulate recommendations
- Demonstrated ability to supervise support staff
- Demonstrated ability to understand relational databases
- Demonstrated ability to manipulate large amounts of data using data mining tools
- External candidate must have satisfactory outcome of fingerprinting check. Non-refundable fee (approximately \$50.00) paid by employee

DUTIES AND RESPONSIBILITIES

1. Direct and supervise electronic payments and other accounting staff.
2. Monitor and oversee daily activities to ensure proper evaluation, allocation and recording of all electronic payments.
3. Provide financial information for determining and forecasting financial conditions.
4. Direct and review Monthly Financial Reports for electronic payments.
5. Direct and monitor the year end closing process for electronic payments.
6. Maintain records for the electronic payments in conformity with GAAP to ensure compliance with local, State and Federal requirements.
7. Develop procedures, documentation, manuals and training.
8. Design and deliver staff development and training.
9. Assist in staff development of campus bookkeepers.
10. Perform other duties as assigned.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

TERMS OF EMPLOYMENT

SALARY: \$52,674 - \$66,369 **PAY GRADE:** B50 **WORK DAYS:** 226 **TYPE OF ASSIGNMENT:** Full-Time, Exempt

For consideration, interested persons and NISD Classified/Auxiliary personnel must complete a Professional Online Application at www.nisd.net/hr, and submit a Letter of Intent form and resume. NISD Professional personnel need only submit the Letter of Intent form and resume. Submit your Letter of Intent form and resume, no later than the closing date, to:

Northside ISD - Human Resources Department
5617 Grissom Road
San Antonio, Texas 78238
(210) 397-8600

FOR HR USE ONLY
PCN: P6B0A120 00030

