



# NORTH TIPPDAH SCHOOL DISTRICT



**BILL BRAND, SUPERINTENDENT**

**P.O. Box 65**

**Tiptersville, MS 38674**

**Phone: 662-223-4384**

**Fax: 662-223-5379**

## **Vacancy Announcement**

**Position:** Director of Finance (exempt)

**Terms of Employment:** 235-day employee (12 month)

### **Job Summary:**

This position oversees the district accounting operations, budget preparation, adoption, and maintenance, district bank accounts, financial reporting, annual district audit, and fixed asset inventory. It administers the financial affairs of the District to enable the best possible educational services to be delivered with the available resources.

### **Minimum Qualifications:**

Bachelor's degree from an accredited four-year college or university with a concentration in business related curriculum (accounting, finance, or business administration, etc.) including a minimum of fifteen (15) specified semester hours successfully completed in accounting from the following list:

- Principals of Accounting I and II (6 semester hours)
- Intermediate Accounting, I and II (6 semester hours)
- Advanced Accounting (3 semester hours)
- Governmental Accounting (3 semester hours)
- Managerial Accounting (3 semester hours)
- Auditing (3 semester hours)

A Provisional Business Administrator's License or has met the requirements for a Provisional Business Administrator's License.

### **Desirable Qualifications:**

- Current CPA license
- Business Administrator's License
- Previous experience in a public-school district business office

Closing Date for Applications: When position is filled.

**Resume Submission:** Resume may be submitted [apply@ntippah.k12.ms.us](mailto:apply@ntippah.k12.ms.us)

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