

**SURRY COUNTY PUBLIC SCHOOLS
DIRECTOR OF FINANCE
JOB DESCRIPTION**

Job Title: Director of Finance
Salary Index: 1.14
Reports to: Division Superintendent
FLSA Status: Exempt

SUMMARY

The Finance Director, under the direction of the Superintendent of Schools, is responsible for the supervision and control of the finance department; and for the financial statements, financial analysis, and all reports preparation. This responsibility must be performed efficiently, expeditiously, and to the ultimate benefit of each student enrolled. Functional areas include general ledger, cash receivables, accounts payable, payroll, state reports, federal reports, internal financial reporting, and budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Supervises and participates in the posting, balancing, and reconciliation of the general ledger and subsidiary accounts on a monthly basis.
- Manages the reconciliation of all receipts with the county treasurer on a monthly basis.
- Preserves all accounts, vouchers, and contracts relating to the school division's finance department.
- Ensures the proper arrangement and adherence to sound internal financial controls.
- Oversees the encumbrance accounting system.
- Reviews and approves all purchases for encumbering by purchasing assistant.
- Prepares, administers, supervises, and controls the school system's operating budget annually.
- Oversees the preparation of all payrolls, including deductions for withholding tax, state retirement system, social security, health and life insurance, and such other required deductions as may be necessary.
- Oversees the preparation and the maintenance of all necessary earnings records, deduction records, and similar personnel payment records.
- Supervises payroll authorization preparations and all related files.
- Manages the posting process for all disbursements of school division funds.
- Prepares year-end fund balance projections.
- Deposits all revenue collected and/or received, and renders a monthly report to the county treasurer of such receipts during the preceding month.
- Prepares financial and other budget reports at regular intervals to reflect the

financial condition of the school division.

- Reports to the Superintendent of Schools on the financial affairs of the school system and recommends changes and improvements as necessary.
- Prepares the state-required Annual School Report due by mid-September, and all other finance related reports required by the state and/or other agencies. Manages a system of internal controls and separation of duties, to the extent allowed with existing staff, to ensure adequate fiscal controls and overall fiscal credibility.
- Cooperates with the auditors and provides information to them as requested, including the preparation of all designated schedules and other reports, by the indicated dates.
- Recommends the purchase of and oversees the maintenance of hardware and software related to the financial functions.
- Understands the importance of confidentiality and maintains strict adherence to school division expectations in this area.
- Performs such other duties as may be required by the Superintendent of Schools.

SUPERVISORY RESPONSIBILITIES

This position supervises the Payroll/Finance Assistant, the Deputy Clerk of the Board/Finance Assistant, other staff members depending on the assignment of specific responsibilities, and any temporary personnel retained to assist in high volume periods.

QUALIFICATIONS

Minimum of a bachelor's degree in Business Administration, or Business related field from an accredited college or university. Prior experience working in the public or notfor-profit sector where fund accounting represented the structure for accomplishing this function. Preferably, a minimum of three (3) years of experience in such a public accounting setting is expected. Possess a thorough knowledge of governmental financial operations, including budgeting, reporting, taxation, and revenue, including applicable laws and regulations governing such fiscal record keeping. Proficient in computer skills and usage, especially Microsoft products, spreadsheets, graphics, and financial management software. Well-developed interpersonal skills. Ability to get along with diverse personalities. Must be tactful, mature minded, and flexible. Possess the ability to establish credibility and be decisive. Must foster a team concept. Ability and willingness to assume responsibility for accuracy and timeliness of work. Ability to communicate both orally and in writing with a wide range of people. Possess a high energy level, and be comfortable performing multi-faceted projects in conjunction with normal activities. Be willing on occasion to work evenings, weekends, and holidays. Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. This individual is expected to be present routinely in the office to perform their duties but work on an occasional basis may be performed outside the office when such occasions are known and approved in advance by the Superintendent of Schools. The noise level in the office environment is usually quiet.