



### FINANCE DIRECTOR

**Department:** Administrative

**FLSA Status:** Exempt

#### GENERAL PURPOSE

Responsible for the supervision and control of the finance department and is subordinate to the Superintendent of Schools. Responsible for financial statements, financial analysis, and prepares all financial reports. This responsibility must be performed efficiently and accurately in order to benefit the student body. Functional areas include the general ledger, cash receivables, accounts payable, payroll, state reports, federal reports, internal financial reporting, and the budget. This position supervises the Payroll/Finance Assistant, the Accounts Payable/Deputy Clerk of the School Board, other staff members depending on the assignment of specific responsibilities, and any temporary personnel retained to assist in high volume periods.

#### ESSENTIAL JOB FUNCTIONS

- 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 through the purchasing assistant.
- Prepares, administers, supervises, and controls the school system's operating budget annually.
- Oversees the preparation of payroll, including deductions for withholding tax, the 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 monthly reports of receipts from the preceding month to the county treasurer.
- Prepares financial and budget reports at regular intervals in order to keep the financial standing of the school division up to date.
- 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 which is due by mid-September and all other finance related reports required by the state and 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 auditors effectively and provides all documents and information to them when requested.
- 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 codes and regulations.
- Performs such other duties as may be required by the Superintendent of Schools.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- Bachelor's degree in Business Administration, or Business-related field required.
- Seven (7) years of experience in a related field with increasingly levels of responsibility.
  - Of which a minimum of three (3) years of experience in a public accounting setting is required.
- Prior experience working in the public or nonprofit sector where fund accounting represented the structure for accomplishing this function is preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of governmental financial operations, including budgeting, reporting, taxation, and revenue.
- Knowledge of applicable laws and regulations governing such fiscal record keeping.
- Skill in the use of computer software, especially Microsoft products, up to and including: spreadsheets, graphics, and financial management software.
- Skill in the management of multiple teams and coordinating with multiple departments and their objectives.
- Skill in oral and written communication and the drafting of proposals and official correspondence.
- Ability to get along with people of diverse backgrounds and personalities.
- Ability to lead decisively.
- Ability to occasionally work evenings, weekends, and holidays.
- Ability to foster teamwork.
- Ability to develop, maintain, and achieve long term department objectives.
- Ability to adapt to and achieve short term team and department objectives.
- Ability to ensure accuracy and punctuality of work.

### **WORKING CONDITIONS**

The employee will work primarily in the administrative offices, but occasionally work may be performed outside of these offices when authorized by the Superintendent of Schools. The employee will work inside, where the temperature is mild and the audio and visual stimuli are moderate.

### **PHYSICAL DEMANDS**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations. While performing the duties of the job, the employee is regularly required to sit, stand, walk, talk and reach with hands and arms. The employee must occasionally lift and/or move items that weigh up to 20 pounds. *To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.*

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

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Employee Signature

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Date

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Supervisor (or HR) Signature

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Date