



## **JOB DESCRIPTION – Director of Finance**

### **JOB GOAL:**

To provide effective leadership, direction, and oversight in developing, coordinating, and maintaining fiscal and administrative services. To ensure the district remains fiscal solvent so that successful educational programs and services can be implemented, followed, and promoted throughout the District.

### **QUALIFICATIONS:**

1. Bachelor's Degree in Accounting or an appropriate finance area; or
2. At least 10 years' experience in governmental accounting or auditing may substitute for a Bachelor's Degree in Accounting or appropriate finance area.
3. Must provide written references upon request from the Superintendent.

### **REPORTS TO:**

Superintendent of Schools

### **SUPERVISES:**

Supervisor of Finance  
Payroll Fiscal Assistants  
Accounts Payable/Property Fiscal Assistant  
Other Staff as Assigned

### **PERFORMANCE RESPONSIBILITIES:**

#### Service Delivery

1. Administer the functions of financial services and payroll, including budgeting, financial accounting, program cost reporting, accounts payable, cash receipts and cash flow.
2. Administer functions of the employee benefits program (i.e., health, life, dental).
3. Prepare financial reports as required by state and/or federal agencies having jurisdiction over public school funds.
4. Prepare and submit monthly financial statements to the Superintendent and School Board.
5. Assist in administering agreements resulting from collective bargaining.
6. Facilitate and oversee the ongoing audit process by other state and federal agencies, respond to auditor concerns and questions pre and post audits; and coordinate the District's formal response to audits, as required.
7. Arrange for and oversee the required audit of internal accounts.
8. Conduct follow-up activities to remedy audit report findings of an adverse nature.
9. Serve as the District's purchasing administrator as assigned, including RFPs, bids, and contracts as necessary, with responsibility for managing and coordinating purchasing through the District assuring maximum value is obtained educationally and financially in securing supplies, materials, equipment and services.
10. Coordinate and manage the acquisition and disposition of property in coordination with person(s) assigned responsibility for property control.
11. Maintain project ledgers on construction projects and routinely reconcile to accounting records the project expenditures and architect and contractor billing.

12. Plan for and control cash flow to ensure that adequate funds are available for daily operations.
13. Provide overall supervision of the District's investment program.
14. Prepare Superintendent's Annual Financial Report.
15. Coordinate application for use of impact funds, when applicable.
16. Develop, recommend, and administer the District's budget.
17. Oversee the District's Risk Management Program; provide feedback and reporting, as needed.
18. Coordinate Management Information Systems and Data Processing as related to finance function.
19. Assume responsibility for the District's FTE audits, surveys and reports, including instructional applications, annual estimates and collection and analysis of data.
20. Assist and submit Title I comparability report

#### Inter/Intra Agency Communication Delivery

21. Maintain effective community relations and interpret financial matters.
22. Enhance the Finance program area by serving on local committees, visiting schools, and making presentations, as needed.
23. Assist schools and departments in preparing and maintaining budgets.

#### Professional Growth & Improvement

24. Provide technical assistance to employees as needed.
25. Provide for cross-training of personnel within the department.
26. Set high standards for self and others.
27. Maintain a network of peer contacts through professional organizations.
28. Promote and support the professional growth of self and others.
29. Attend state and federal meetings and keep abreast of legal requirements and proposed changes providing advice to supervisor as to their effects on the school system.

#### Systemic Functions

30. Advise to the Superintendent, or designee on financial status of the school system.
31. Assist in preparation, and conducting, of collective bargaining, as applicable.
32. Assist in the preparation of grant applications as applicable.
33. Participate in the process of developing District compensation plans.
34. Post and balance bond register as payments are made and coupons received as applicable.
35. Assist with the development of District FTE projections and monitor school/District FTE for survey periods.
36. Coordinate and oversee Management Information Systems and Data Processing functions as assigned.
37. Assist in the development of administrative guidelines and policies.
38. Assist in the preparation of the School Board agenda, preparing finance and business services action items in an accurate and timely manner, as required.
39. Supervise assigned personnel and conduct annual performance appraisals.
40. Supervise the preparation of all required reports and the maintenance of all appropriate records.
41. Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent regarding impact on the District.
42. Maintain liaison with federal, state, and local agencies regarding operations of the department.
43. Serve as liaison to represent the District's financial interests as assigned.
44. Oversee the records retention / forms control function for the District.
45. Work with instructional staff members on the function of property control.
46. Perform other incidental tasks consistent with the goals and objectives of this position.

#### Leadership and Strategic Orientation

47. Direct and coordinate the planning, implementation and evaluation of finance and business services.
48. Function as the budget control officer with responsibility for yearly development of the District budget.
49. Understand, analyze, and evaluate the system of internal control comprised of the accounting system structure methods of documentation, operating procedures, and personnel assignments.

- 50. Provide vision and leadership for implementation of technology in business and financial services.
- 51. Assist in District-wide comprehensive planning to relate the use of financial and human resources.
- 52. Serve on the Superintendent’s Administrative Management Team.

**OTHER DUTIES & RESPONSIBILITIES:**

- 1. Be clean, neat, and professionally dressed.
- 2. Consistently maintain regular punctual attendance; timely completion of assigned duties, working assigned contract and extended days; use of sick and personal leave appropriately.
- 3. Maintain proper care and safe use of district equipment and property.
- 4. Participate in required professional development as assigned or approved for professional job growth.
- 5. Familiar with, and incorporate, the use of technology as job responsibilities require.
- 6. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

**PHYSICAL REQUIREMENTS:**

- 1. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as needed.
- 2. Medium to heavy work depending on the particular assignment.
- 3. Sit, stand, and walk for required periods of time.
- 4. Reach/handle objects.

**TERMS OF EMPLOYMENT:**

- 1. Salary and benefits shall be paid consistent with District’s approved compensation plan.
- 2. Length of the work year and hours of employment shall be those established by the District.
- 3. Extended hours beyond the regular school day may be required. (Compensation per district policy)

**ENVIRONMENTAL DEMANDS:**

- 1. Possible exposure to a variety of childhood and adult illnesses.
- 2. Possible occasional exposure to a variety of weather conditions.
- 3. Exposure to heated/air conditioned and ventilated facilities.
- 4. Possible exposure to buildings in which a variety of chemicals are used for cleaning or operation of equipment.
- 5. Ability to function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the District’s policy.

**ACKNOWLEDGMENT:**

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

|                                |                             |             |
|--------------------------------|-----------------------------|-------------|
| <b>Employee’s Name (Print)</b> | <b>Employee’s Signature</b> | <b>Date</b> |
|--------------------------------|-----------------------------|-------------|

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|----------------------------------|-------------------------------|-------------|
| <b>Supervisor’s Name (Print)</b> | <b>Supervisor’s Signature</b> | <b>Date</b> |
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SCHOOL BOARD APPROVED: February 8, 2022