



JOB DESCRIPTION – Assistant Finance Director

JOB GOAL:

Assist the Director of Finance in providing oversight in developing, coordinating, and maintaining fiscal and administrative services. Ensuring the district is fiscal solvent so that successful educational programs and services can be implemented, followed, and promoted throughout the District. Provide efficient and timely accounting services in finance, specifically property/accounts payable, to the District.

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Minimum of four (4) years experience in bookkeeping.
3. Must be able to type fifty-five (55) correct words per minute.
4. Calculator and data entry expertise desirable.
5. Must provide written references upon request from the Superintendent.

REPORTS TO:

Director of Finance

SUPERVISES:

N/A

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to plan, organize, and analyze.
2. Ability to utilize personal computer/mane-frame software and hardware.
3. Ability to read and interpret State Board rules, policies, and appropriate state/federal statutes.
4. Knowledge of general accounting principles and cash control standards.
5. Effective oral and written communication skills.
6. Possess good mathematical skills.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Enter budget data into the finance accounting system, monitor balances against expenditures, and prepare required amendments for approval throughout the year.
2. Reconcile and maintain general ledgers monthly.
3. Complete journal entry posting.
4. Prepare financial reports as required by state & federal agencies having jurisdiction over public school funds.
5. Assist grant administrators with projects.
6. Set up new vendors in the Skyward System.
7. Balance bank statements.
8. Assist the Director of Finance with preparing financial statements.
9. Prepare Budget Amendments for the School Board.

10. Maintain fixed asset accounting system, including assignment of property numbers, entry into accounting system, property inventory, and monthly reconciliation of property subsidiary to expenditure reports.
11. Request, complete, and submit Fuel Report Reimbursement to the Florida Department of Revenue.
12. Process all budget amendments received from FDOE to terms.
13. Assist the Director of Finance with Cost Report for FDOE.
14. Assist the Director of Finance with Annual Financial Report for FDOE.
15. Assist the Director of Finance with audit findings.
16. Assist the Director of Finance with the Annual Federal Indirect Cost Rate Report.
17. Assist the Director of Finance in preparing tentative and final budget.
18. Complete budget adoption after the final budget is in place.
19. Complete (EOY) end of year closeout process after all funds are balanced for the fiscal year.
20. Respond to auditor's questions in a timely manner.
21. Assist Project Managers with completing forms that are submitted to FDOE for Budget Approval.
22. Maintain a project list of general and federal projects.
23. Prepare final FA399 Reports and submit to FDOE.
24. Assign and approve PO numbers.

Inter/Intra Agency Communication Delivery

25. Provide an environment that is conducive to positive communication among staff.
26. Serve as a resource to schools and departments in a professional and equitable manner.
27. Serve as a liaison with other agencies, as required.
28. Perform routine duties as required; i.e., compose and send correspondence, answer telephones.

Employee Qualities / Responsibilities

29. Maintain confidentiality regarding all matters related to assignments.
30. Participate in workshops and training sessions as required.
31. Maintain a safe and secure work area.
32. Model and maintain high ethical standards.
33. Follow attendance, punctuality, and proper dress rules, as required.
34. Supervise finance staff in the temporary absence of the Director.

System Support

35. Ensure that Board policies and governmental regulations are consistently met.
36. Assist in the investigation of errors and complaints.
37. Assist in training other personnel and providing backup assistance as necessary.
38. Assist the Director of Finance with required reports.
39. Perform other incidental tasks consistent with the goals and objectives of this position.

OTHER DUTIES & RESPONSIBILITIES:

1. Be clean, neat, and professionally dressed.
2. Maintain consistent regular and 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 incorporates, 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.

Employee’s Name (Print)

Employee’s Signature

Date

Supervisor’s Name (Print)

Supervisor’s Signature

Date

SCHOOL BOARD APPROVED: September 11, 2023