

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

ASSISTANT SUPERINTENDENT FOR BUSINESS AND FINANCE

QUALIFICATIONS:

- (1) Bachelor's Degree or higher in Accounting, Business, Management or a related field.
- (2) Minimum of five (5) years successful experience in school finance, public budgeting, auditing or administration.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of governmental accounting standards, Florida school law and State Board of Education regulations. Management skills in supervising areas of budgeting, accounting, auditing, purchasing, investments and food service. Group dynamics and communication skills for both oral and written presentations. Ability to plan and analyze. Ability to utilize personal computer / mainframe software and hardware. Knowledge of banking as it relates to investments.

REPORTS TO:

Superintendent

JOB GOAL

To provide substantial and effective leadership, direction and oversight in developing, coordinating and maintaining fiscal and administrative services to facilitate successful educational programs and related support services throughout the District.

SUPERVISES:

Director of School Food Service
 Chief Account Clerk
 Account Clerk, Payroll
 Account Clerk, Accounts Payable and Purchasing

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
 Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

ASSISTANT SUPERINTENDENT FOR BUSINESS AND FINANCE (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Coordinate and manage the financial planning for the District.
- * (2) Coordinate and direct the budget control function.
- * (3) Oversee purchasing, including RFPs or bids as necessary for the District.
- * (4) Direct the District's cash management program.
- * (5) Respond to individual auditor concerns and questions during audit period and coordinate the District's formal response to audits.
- * (6) Supervise the preparation of financial reports.
- * (7) Assign and supervise work within the accounting office.
- * (8) Coordinate budget, accounting, billing and collection control procedures.
- * (9) Record cash receipts, deposit all funds, and assist in the District's investment program.
- * (10) Provide funding advice for Capital Improvement and Debt Service Programs.
- * (11) Oversee all functions necessary for maintaining the District's payroll system.
- * (12) Prepare the Superintendent's Annual Financial Report.
- * (13) Coordinate the District's investment program of surplus funds.
- * (14) Prepare and submit monthly financial statements to the Superintendent and School Board members.
- * (15) Coordinate the District's risk management program.
- * (16) Determine need and procure surety bonds.

Interagency Communication and Delivery

- * (17) Assist with the planning and evaluation of District-wide food service.
- * (18) Maintain effective community relations and interpret financial matters to the community.
- * (19) Provide coordination of activities between units within the business services department.
- * (20) Advise and assist District staff members on budgets, accounting policies and interpret / apply policies to the various financial functions.

Professional Growth and Improvement

- * (21) Provide technical assistance to assigned employees as needed.
- * (22) Provide for the cross-training of personnel within the department.
- * (23) Set high standards for self and others.
- * (24) Maintain a network of peer contacts through professional organizations.
- * (25) Promote and support the professional growth of self and others.

Systemic Functions

- * (26) Provide information to the Superintendent and School Board on the financial status of the School District and the wise use of its resources through sound business management practices.
- * (27) Assist in the development of School Board policies and administrative guidelines.
- * (28) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent regarding the impact on the District.
- * (29) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (30) Prepare all required reports and maintain all appropriate records.
- * (31) Act as legislative liaison to represent the District's financial interests.
- (32) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (33) Direct and coordinate the planning, implementation and evaluation of business services.
- * (34) Direct the preparation and administration of the annual School District budget.
- * (35) Direct the preparation of financial reports and statements to schools, the District, the state and the federal government.
- * (36) Serve as a member of the Superintendent's Executive Leadership Team.

*Essential Performance Responsibilities