

# CHEATHAM COUNTY BOARD OF EDUCATION

## SUPERVISOR OF BUSINESS AND FINANCE

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### PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan and direct all financial operations/activities of Cheatham County Board of Education, including budget development, long range planning, purchasing, accounts payable, payroll, benefits, and all financial reporting.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, directing work, and counseling, disciplining, and completing employee performance appraisals.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

Plans, organizes, directs, and controls the overall activities of finance, purchasing, asset management, and employee benefits in accordance with state statutes and School Board policies.

Interprets, applies, and ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Consults with Director of Schools, School Board members, County Commissioners, and other officials to review financial operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; prepares reports for School Board and/or Director as requested.

Makes speeches or presentations as needed concerning budget; attends School Board and County Commission meetings.

Develops long and short term plans, goals, and objectives for the School System and for the department; serves on the Director's Executive Council with responsibility for developing and implementing strategic plans for the School System; develops five-year capital outlay plan and multi-year budget projections to project long term needs and available resources for the School System.

Reviews financial operations, policies, procedures, and processes for efficiency and effectiveness, and implements needed improvements; develops and implements internal controls to reduce potential of errors; monitors, reviews, and changes internal controls to help ensure safeguarding of School System assets.

Works closely with Director, supervisors, school principals, and other staff as needed on all budgetary and financial issues; provides financial/technical expertise to departments, schools, management, and other personnel.

Works with supervisors and school principals to verify compliance of all financial and budgetary guidelines are in compliance with actual operating procedures.

Develops and implements budget for Department of Education; interprets budget and finance policies of the school district to staff, other departments, and the community at large; monitors budget and recommends budget amendments as needed; reviews monthly financial reports for compliance with approved budget.

Provides support to Director in development of a budgetary process and communications channel from citizens, teachers, principals, and administration to School Board, County Commissioners, and state representatives.

Directs all financial management activities; monitors cash flow of School System; oversees preparation of quarterly/annual financial reports; oversees the monitoring of grants for financial compliance; approves purchase orders and verifies availability of funds; promotes excellence in financial management and assists in managing resources for maximum efficiency and in best interests of the students.

Prepares and presents timely financial reports and information to federal, state, and local regulatory agencies, the Board of Education, and other system managers.

Works with payroll and benefits personnel to provide efficient and courteous service to employees.

Provides administrative support to Director as assigned or as needed.

Compiles and monitors various statistical and/or administrative data; researches data and makes applicable calculations; analyzes data and identifies trends; prepares/generates reports and submits reports to appropriate departments, individuals, or outside agencies; maintains records.

Prepares or completes various forms, reports, correspondence, budgets, budget amendments, payroll reports, five-year capital outlay plans, multi-year budget projections, spreadsheets, graphs, performance appraisals, or other documents.

Receives various forms, reports, correspondence, budget reports, audit reports, revenue reports, expenditure reports, fundraising requests, state reports, board minutes, policies, procedures, codes, tax guides, accounting principles, GASB pronouncements, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of data and makes corrections; utilizes word processing, spreadsheet, database, accounting, email, Internet, or other computer programs; performs basic maintenance of office/computer equipment, such as backing up data or replacing paper, toner, or ribbons; coordinates service/repair activities as needed.

Oversees maintenance of departmental files/records and of School System financial records; ensures storage or disposal of records in accordance with requirements governing records retention.

Responds to complaints and questions related to finance department operations; provides information, researches problems, and initiates problem resolution.

Communicates with employees, other departments, School System management, board members, school officials, regulatory agencies, state/federal agencies, the public, the media, outside organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge of applicable laws/regulations and accounting procedures; maintains an awareness of new methods, trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

## **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include answering telephone calls, typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Minimum Bachelor's degree in Accounting or Finance; Master's degree strongly preferred; supplemented by at least three (3) years previous experience that includes progressively responsible financial management involving governmental accounting, auditing, budget administration, general management, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Certified Public Accountant (CPA) certification preferred.