

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

ASSISTANT DIRECTOR OF FINANCE

QUALIFICATIONS:

- (1) Bachelor's degree in accounting, business, management or a related field.
- (2) Minimum of three (3) years of experience in school finance, auditing, administration, or public budgeting
- (3) Experience in using computer equipment and in determining needs for continuing software development.

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Ability to read and interpret Internal Revenue Service rules, retirement regulations, and related rules and regulations relating to payroll preparation
- (2) Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes
- (3) Knowledge of general accounting principles and cash control standards
- (4) Knowledge of and skill in spreadsheets and other mainframe applications
- (5) Ability to work independently
- (6) Effective oral and written communication skills
- (7) Possesses good computational skills

REPORTS TO:

Director of Finance

JOB GOAL

To provide payroll and accounting services to all district schools and departments in the most accurate, efficient and timely manner.

SUPERVISES:

N/A

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.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- (1) Serves as Finance Department's point of contact for relationship with the Florida Department of Education
- (2) Monitors and prepares reports regarding payroll processing

Assistant Director of Finance (continued)

- (3) Assists in the preparation of W-2s, 1099s, and the central payroll records and supporting documents
- (4) Assists in the processing and accounting for payroll deductions for all insurance, income protection, tax sheltered annuities, dues, charitable contributions, and the cafeteria plan
- (5) Responsible for coordinating requests by auditors in a timely and efficient manner
- (6) Inputs general ledger entries to record revenue and expenditures and the accompanying necessary journal entries
- (7) Assists the Director of Finance in the development and preparation of the annual school district budget and the Superintendent's annual financial report as well as the annual cost report
- (8) Perform other duties as assigned

Employee Qualities/Responsibilities

- (9) Maintains confidentiality regarding all matters related to assignment
- (10) Participates in workshops and training sessions as required
- (11) Maintains work area in a safe and secure manner
- (12) Provides for positive communication among staff
- (13) Models and maintains high ethical standards
- (14) Follows attendance and proper dress rules as required

System Support

- (15) Ensures that School Board policies and governmental regulations are consistently applied to assignment
- (16) Assists and/or direct the investigation of errors and complaints
- (17) Assists the Director of Financer with required reports