

# SCHOOL DISTRICT OF GADSDEN COUNTY

## JOB DESCRIPTION

### DIRECTOR OF 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:

- (1) Knowledge of governmental accounting standards
- (2) Florida school law and State Board of Education regulations
- (3) Management skills in supervising areas of budgeting, accounting, auditing, purchasing, investments and food service
- (4) Group dynamics and communication skills for both oral and written presentations
- (5) Ability to plan and analyze
- (6) Ability to utilize personal computer / mainframe software and hardware
- (7) Knowledge of investment banking

#### 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:

Account Clerks  
Assistant Comptroller  
Budget Manager  
School Food Service Coordinator

#### 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) Coordinate and manage financial planning for the district
- 2) Coordinate and direct budget control
- 3) Oversee purchasing, including RFPs or bids as necessary for the district
- 4) Direct the district's cash management program
- 5) Respond to individual financial auditor concerns and questions during audit periods and coordinate the district's formal response to financial 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
- 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
- 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 for and procurement of surety bonds

### **Interagency Communication and Delivery**

- 17) Maintain effective community relations and interpret financial matters to the community as may be required
- 18) Provide coordination of activities between units within the business services department
- 19) Advise and assist district staff on matters of budgeting and accounting policies, and interpret/apply policies to the various financial functions

### **Professional Growth and Improvement**

- 20) Keep abreast of local, state, and federal laws and regulations relative to school and district finance, provide advice to the Superintendent regarding the impact they may have on the district
- 21) Provide technical assistance to assigned employees as needed
- 22) Provide for the cross training of personnel within the department
- 23) Maintain a network of peer contacts through professional organizations
- 24) Promote and support the professional growth of self and others

### **Systemic Functions**

- 25) Provide information to the Superintendent and School Board on the financial status of the school district
- 26) Assist in the development of School Board financial policies and administrative guidelines
- 27) Keep abreast of legal requirements and proposed changes in areas of responsibility and Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action
- 28) Prepare all required reports and maintain all appropriate records.
- 29) Act as legislative liaison to represent the district's financial interests
- 30) Perform other duties as assigned

### **Leadership and Strategic Orientation**

- 31) Direct and coordinate the planning, implementation and evaluation of business services
- 32) Direct the preparation and administration of the annual school district budget
- 33) Direct the preparation of financial reports and statements to schools, the district, the state and the federal government