

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Director of Finance

FLSA: Exempt

GENERAL SUMMARY

Plans, organizes, and directs the financial affairs of the school District, including the development, interpretation, coordination, and administration of the school board's policies on finance, accounting, insurance, financial/accounting systems, and auditing to provide for maximum educational services. Maintains budget and internal accounting controls and ensures financial compliance with State and Federal requirements. Reports to the Assistant Superintendent for Operations.

ESSENTIAL FUNCTIONS

Assesses, formulates and implements financial plans, policies and procedures for the District. Assists the Assistant Superintendent for Operations in planning, organizing, directing and controlling the daily financial activities of the District, and makes recommendations to protect, maintain, and/or improve procedures and processes where possible.

Prepares financial records, reports, ledgers and budgets; provides variance analyses for external audits, etc. Completes special projects and resolves questioned costs, ensuring compliance with Generally Accepted Accounting Principles (GAAP). Oversees internal audit procedures and controls.

Maintains appropriate records of District financial transactions. Schedules and coordinates the annual independent audit of the school District and individual school accounts.

Instructs, assigns and reviews the work of subordinate staff. Allocates personnel, acts on employee problems, and recommends promotions and disciplinary action as necessary. Effectively selects, trains/orients, and evaluates the performance of subordinate staff.

Demonstrates the ability to coordinate and accurately prepare the District's annual budget and presents such to the Superintendent and the Assistant Superintendent for Operations. Effectively manages the development and preparation of monthly and annual financial reports and in turn provides timely reports to the Board of Trustees.

Supervises and/or prepares the accurate transmission of required financial reports to appropriate state and federal agencies. Reconciles Accounts Payable and Payroll bank statements and other financial transactions on a monthly basis and in a timely manner.

Approves District purchase orders to ensure their compliance with state and District procurement procedures.

Submits a Professional Certified Staff Listing to the State Department of Education as required.

Receives and reviews various records and documents such as budget information, accounting records, business documents, charts, graphs, etc.

Operates general office equipment such as a copier, computer, and calculator.

Performs other related duties as assigned or requested.

JOB SPECIFICATIONS

Education and Experience:

Bachelor's degree in Accounting, Finance, or a related discipline with a minimum of five years of experience in Financial Management or School Administration; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Work experience as a Finance Officer in the educational field and a working knowledge of governmental accounting is preferred.

Knowledge:

Extensive knowledge of finance, revenue administration, and other phases of fiscal management and budget control. Knowledge of the principles, methods and practices of accounting, including GAAP. Knowledge of the principles underlying the laws, ordinances and regulations governing the financial operations of the District. Knowledge of modern business management practices. Knowledge in the processes of accounts payable, cash management, budget preparation and maintenance. Knowledge of the principles of management and leadership. Knowledge of budget specific computer applications and their utilization as related to specific tasks and responsibilities. Strong knowledge of word processing, e-mail, spreadsheets, electronic file management, the internet, and reporting and presentation software. Knows how to keep abreast of changes in policy, standards, procedures, and regulations pertinent to District financial functions.

Skills/Effort:

Advanced management, organizational, human relations, communications and interpersonal skills. Ability to develop and maintain effective working relationships with District staff. Ability to plan, develop, administer, and monitor various financial activities and programs in compliance with all relative federal and state regulations, and District policies, procedures and standards. Ability to use independent judgment and discretion in directing and managing financial and business activities. Ability to instruct others through explanation, demonstration and supervised practice, and/or make recommendations on the basis of technical disciplines. Ability to prepare and monitor the District budget. Ability to create electronic reports and presentations, use the internet efficiently, communicate electronically via e-mail, and manage electronic data and files in an organized manner. Ability to complete, process, and maintain all required records, reports, and confidential information. Ability to develop and maintain effective communications with District employees, immediate supervisor, media representatives, attorneys, and the general public. Ability to operate general office equipment such as a computer, calculator, copier, etc.

Working Conditions:

Office environment with little exposure to environmental conditions. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to ten pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Duties of the job require frequent use of a computer monitor and related equipment.

Responsibility:

Responsible for the District/Departmental budgets
Supervises Departmental staff

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

Date: _____

Date: _____

Date: _____