

## POSITION DESCRIPTION

<b>TITLE:</b>	Director of Finance	<b>SUPERVISOR:</b>	District Administrator
<b>DEPARTMENT:</b>	Secretarial	<b>CLASSIFICATION:</b>	Executive Support Staff

### I. **Accountability Objectives:**

Under administrative direction, performs responsible office work involving independent judgment and initiative; serves as the district Director of Finance; performs other related work as required. The Director of Finance implements, coordinates and oversees the districts accounting systems and data processing system necessary to meet the financial, budgetary, and fixed asset management.

Objectives of the position include but are not limited to: 1. Maintain the accounting system in accordance with the General Accepted Accounting Procedures; 2. Assist in the development and implementation of accounting, internal control procedures for the district. 3. Ensure the district's financial activities are compliant with all applicable regulations. 4. Other varied functions.

### II. **Position Characteristics:**

Salary: Set Annually by Board of Education

Length of Contract: 12 Months

### III. **Position Relationships:**

Reports to: District Administrator

Coordinates with: District Administrator; building principals; district purchasing secretary; district staff

### IV. **Position Qualifications:**

#### A. Required Qualifications:

Bachelor Degree in Accounting or Associate Degree in Finance / Accounting; and experience with a school financial software package.

#### B. Desired Qualifications:

Understanding of state accounting systems and reporting as they pertain to K-12 school districts, or equivalent public or private sector accounting experience, and the ability to interpret and analyze documents pertaining to state accounting systems, and implement that information effectively.

#### C. Special requirements of the position:

Ability to function with independent judgment; ability to exercise judgment and discretion in application and interpretation of departmental policies and regulations; ability to maintain positive effective working and public relationships; ability to maintain confidentiality; ability to maintain accurate and complete records and prepare clear and detailed reports; ability to perform varied tasks at a high rate of speed and accuracy; skills in human relations and organization; knowledge of and ability to communicate to others information about district finances.

**V. Position Responsibilities:**

- A. Perform a variety of complex and technical accounting duties for all District accounts and functions; review account for validity and make appropriate adjustments to accurately record business transactions.
- B. Analyze and maintain a variety of financial information, records, reports, statements and file related account, income, expenditures, funds, budgets, transfers, taxes, payroll, accounts payable, and accounts receivable.
- C. Establish, modify, document, and coordinate implementation of accounting control procedures.
- D. Serve as a technical resource to District staff, Administrators and others concerning assigned accounting functions; respond to inquiries and provide technical information concerning accounts and budgets.
- E. Perform all year-end procedures and reconciliations necessary to facilitate yearly audit with district auditing firm.
- F. Prepare District budget.
- G. Monitor District cash flow initiating transfers between financial institutions to ensure availability of funds for disbursements; updates cash reports for the purpose of reconciling District bank accounts.
- H. Coordinate grant financial accounting and record keeping. Act as the financial liaison with all departments and granting agencies. File selected state, federal, and local grant claims and reports.
- I. Complete and file all required DPI financial reports.
- J. Prepare monthly retirement report and reconciliation of liability account.
- K. Monitor NSF checks.
- L. Analyze, validate and prepare 1099 statements for vendors.
- M. Complete and file food service claims.
- N. Monitor fixed assets.
- O. Complete Medicaid reimbursement program and reporting requirements.
- P. Special Education Fiscal reporting including monitoring of Maintenance of Effort.
- Q. Use Skyward software at a proficient level.
- R. Provide back up for Payroll and Accounts Payable.
- S. Coordinate building fund payments as prescribed by bond agreement, laws, etc.
- T. Monitor month-end and year-end activities. Determine journal entries to be posted to the general ledger.