



Job Title: Finance Director
Department: Business
Reports To: Business Administrator
FLSA Status: Exempt
Salary Schedule: AA lane 03

SUMMARY

The Finance Director is responsible for providing leadership and professional finance oversight, guidance, and management to the payroll and accounts receivable/accounts payable areas of the Business Departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Manages the District financial system software, ensuring the general ledger and payroll systems book and track entries accurately.

Evaluates, understands, implements, and maintains data processing programs.

Coordinates, reviews, and approves all new development of or changes to software that affects the general ledger, payroll, accounting, or any of its subsystems

Prepares the Annual Financial Report (AFR). Ensures an accurate submission to the State Office of Education.

Prepares the Comprehensive Annual Financial Report (CAFR) in accordance with accounting and reporting standards set by the governing boards and associations

Coordinates the annual audit of the District Financial System by independent auditors, and prepare all schedules and reconciliations necessary for its completion

Ensures cash collection and other financial operations in schools and departments are in compliance with District policies and state and federal guidelines

Tracks General Obligation Bond proceeds and expenditures to ensure proper use of funds and adherence to budgetary restrictions

Conduct training as required with district personnel to ensure those with budgetary or cash handling responsibilities understand district policies and procedures

Prepare and present financial information to the Board of Education as required

Participate in State conferences and other financial seminars as required

Participate on various District committees and meetings to ensure financial compliance with accepted accounting and financial management principals

Respond to accounting/finance questions from patrons, staff, and other government entities

Oversees the Payroll Department to ensure all policies and procedures are being followed and the monthly payroll runs efficiently and on schedule.

Oversees the Accounts Payable/Receivable Department to ensure weekly check runs are processing correctly, policies & procedures are being followed, and personnel are properly trained.

Evaluates the accuracy of all General Ledger and Balance Sheet transactions and coordinates any necessary corrections to postings.

SUPERVISORY RESPONSIBILITIES

This job has direct supervisory responsibility over employees assigned to the payroll, account payable, and accounts receivable areas of the Business Department.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from employees, regulatory agencies, administrators, students, or members of the community. Ability to write policies and procedures for publication that conform to prescribed style and format. Strong written and oral communication skills. Strong presentation and interpersonal skills.

Strong knowledge of Excel spreadsheets, 10 key adding machine, and other software programs used in the development of budget documents.

Ability to apply advanced mathematical concepts that enhance and validate the districts budgetary position. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis. Understands accounting theory and advanced accounting concepts, principals, and procedures promulgated by acknowledged accounting standards organizations.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in accounting or finance from four-year college or university with five years of experience in governmental accounting/finance environment; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified Public Accountant (CPA) is preferred.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands; talk and hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Business Administrator		Date: 11/19/2013	
Approved By: Executive Director, Human Resources		Date: 11/19/2013	
<input type="checkbox"/> Review	<input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 06/21/2017
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Review	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	