

SCHOOL DISTRICT OF LAFAYETTE COUNTY

DIRECTOR, FINANCE

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Associate degree from an accredited educational institution with coursework in business, accounting or finance.
- (2) Bachelor's degree in business, accounting or finance from an accredited educational institution preferred.
- (3) Five (5) years of successful experience in education including three (3) years in a supervisory or administrative position.
- (4) Experience in accounting, auditing or budget preferred.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of governmental accounting and financial reporting standards, government auditing standards, Internal Revenue Codes, state statutes and State Board of Education rules. Knowledge and skill in the use of relevant software and hardware. Ability to manage several tasks at one time. Ability to work effectively under stress and tight timeframes. Ability to communicate orally and in writing.

REPORTS TO:

Superintendent

JOB GOAL

To assist the Superintendent substantially and effectively by providing leadership in the development, coordination and maintenance of central business services to facilitate successful educational programs and related support services throughout the district.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Provide leadership, oversight and direction for the overall activities of planning, implementation and evaluation of business services necessary for the efficient operation of the school system.
- * (2) Direct the preparation of the annual district budget.
- * (3) Coordinate all business functions of the district including payroll and other expenditures, business records and reports, and investments.
- * (4) Provide information and advice to the Superintendent on the status of resources and the wise use of resources through appropriate business and management practices.
- * (5) Provide administrative oversight and direction for full time equivalent (FTE) projections and cash management.

DIRECTOR, FINANCE (Continued)

- * (6) Administer the functions of financial accounting, accounts payable, financial reporting, payroll and cash records,
- * (7) Administer the district's investment program.
- * (8) Serve as the budget control officer.
- * (9) Prepare financial reports as required by state and federal agencies with jurisdiction over public school funds.
- * (10) Prepare and submit a monthly financial statement to the Superintendent and the School Board.
- * (11) Prepare monthly financial reports for district office budget units and school centers.
- * (12) Assist in the preparation of grant applications for state and federal funds.
- * (13) Assist in administering collective bargaining agreements.
- * (14) Supervise the required audit of internal accounts.
- * (15) Conduct follow up activities to remedy internal audit report findings of adverse nature.
- * (16) Supervise the function of property management including maintenance of property records and appropriate inventory control.
- * (17) Coordinate and manage the purchasing, receipt and distribution of instructional materials.
- * (18) Approve all journal entries and disbursement vouchers.
- * (19) Serve as the district's purchasing administrator with responsibility for managing and coordinating purchasing throughout the district to ensure that the district will realize maximum educational and financial value in securing supplies, materials, equipment and services.
- * (20) Administer the district's pupil accounting system.
- * (21) Compile and prepare at FTE reports.
- * (22) Administer functions of the employee benefits program.
- * (23) Make recommendations and provide assistance to promote financial economy.
- * (24) Coordinate the district's responses to the findings of the Auditor General.
- * (25) Develop, recommend and administer the business and operations services budget
- * (26) Prepare budget amendments for School Board action.

Inter/Intra-Agency Communication and Delivery

- * (27) Coordinate the accounting and payroll activities with data processing and other departments.
- * (28) Provide technical assistance to schools and departments.
- * (29) Keep all departments informed of proper budget management procedures and changes in local and state policies and laws.
- * (30) Maintain effective district – community relations and interpret the financial concerns of the district to the community.
- * (31) Interact with outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (32) Respond to inquiries and concerns in a timely manner.
- * (33) Keep the Superintendent well informed of areas of responsibility and of potential problems or unusual events.
- * (34) Serve on district, state or community councils or committees as assigned or appropriate.
- * (35) Assist in the interpretation of philosophy and policies of the district to staff and the community.

DIRECTOR, FINANCE (Continued)

- *(36) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

- *(37) Provide appropriate staff development opportunities for assigned personnel.
- *(38) Maintain a network of peer contacts through professional organizations.
- *(39) Maintain working knowledge of current law, regulations and standards related to financial accounting and reporting.

Systemic Functions

- *(40) Keep abreast of statutory and regulatory requirements and proposed changes in area of responsibility and provide advice to the Superintendent regarding their effect on the school system.
- *(41) Prepare special reports and studies as needed.
- *(42) Assist in the development of administrative guidelines and procedures.
- *(43) Represent the district in a positive and professional manner.
- *(44) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(45) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(46) Develop annual goals and objectives consistent with and in support of district goals and priorities.

Leadership and Strategic Orientation

- *(47) Provide leadership and direction for assigned areas of responsibility.
- *(48) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- *(49) Assist in implementing the district's goals and strategic commitment.
- *(50) Assist the Superintendent in district-wide planning to relate the use of financial and human resources to the district's goals and objectives.
- *(51) Exercise proactive leadership in promoting the vision and mission of the district.
- *(52) Serve on the Superintendent's Leadership Team.
- *(53) Utilize appropriate strategies and problem-solving tools to make decisions regarding, planning, utilization of funds, delivery of services and evaluation of services provided.
- *(54) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(55) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

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.

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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.