

SCHOOL DISTRICT OF MARION COUNTY

JOB CLASSIFICATION DESCRIPTION

1.38

DIRECTOR OF FINANCE

QUALIFICATIONS:

- (1) Bachelor's Degree or higher in Business Administration or Education, Accounting or Finance.
- (2) Ten (10) years experience in Accounting or School Finance.
- (3) Five (5) years successful experience in progressively increasing leadership roles.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of State Board of Education rules, state statutes, federal laws and GAAP as they relate to school finance, business processes, internal controls and reporting requirements. Ability to plan and manage a variety of functions. Effective written and oral communications including the ability to communicate effectively with Board, supervisors and the public. Knowledge of business processes, accounting controls, auditing, charter schools, capital improvement and investments.

REPORTS TO:

Executive Director of Business Services

JOB GOAL

To manage the accounting departments of the School Board. Maintain records to provide appropriate reporting to relevant agencies. Monitor District revenues and expenditures to determine compliance with appropriations and applicable regulations.

SUPERVISES:

- Supervisor of Finance
- Senior Accountant
- Accountants
- Accounts Payable Manager
- Payroll Manager
- Finance Clerks
- Account Clerks
- Other Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Coordinate and manage the financial planning for the District.
- * (2) Assist in the preparation for and conduct of collective bargaining and the administration of negotiated contracts.

DIRECTOR OF FINANCE (Continued)

- * (3) Direct the District's cash management program.
- * (4) Supervise the preparation of financial reports.
- * (5) Assign and supervise work within the accounting department.
- * (6) Coordinate budget, accounting, billing and collection control procedures.
- * (7) Record cash receipts and deposit all funds and assist in the District's investment program.
- *(8) Monitor charter school financial statements and advise administration of any financial issues.
- *(9) Provide funding advice for Capital Improvement and Debt Service programs.
- *(10) Oversee all functions necessary for maintaining the District's accounts payable and payroll system.

Interagency Communication and Delivery

- *(11) Maintain effective community relations and interpret financial matters to the community.
- *(12) Provide coordination of activities between units within the business services department and assist the Deputy Superintendent in coordinating activities between departments.
- *(13) Advise and assist the Executive Director of Business Services, Deputy Superintendents, Superintendent and other District staff members on accounting policies and interpret/apply said policies to the various financial functions.

Professional Growth and Improvement

- *(14) Provide technical assistance to assigned employees as needed.
- *(15) Provide for the cross training of personnel within the department.
- *(16) Attend conferences and workshops designed to provide information on new or changed policies.
- *(17) Set high standards for self and others.
- *(18) Maintain a network of peer contacts through professional organizations.
- *(19) Promote and support the professional growth of self and others.

Systemic Functions

- *(20) Provide information to the Superintendent and Board on the financial status of the School District and the wise use of its resources through sound business management practices.
- *(21) Assist in the development of School Board policies and administrative guidelines.
- *(22) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their impact on the District.
- *(23) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(24) Prepare all required reports and maintain all appropriate records.
- *(25) Perform other incidental tasks consistent with the goals and objectives of this position.

DIRECTOR OF FINANCE (Continued)**Leadership and Strategic Orientation**

- *(26) Direct and coordinate the planning, implementation and evaluation of all accounting functions.
- *(27) Direct the preparation of financial reports and statements to school, the District, the state and the federal government.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 25 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.

*Essential Performance Responsibilities

Administrative Salary Schedule – 90

Board Approved : 3/14/00

Revised: 8/9/05

~An Equal Opportunity School District~