

Oneida Special School District

Job Description

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| Position Title: | Finance Director |
| Reports To: | Director of Schools |
| Job Goal: | To provide for and maintain an accurate accounting of all business transactions for the school system and to communicate all budgetary information to the director of schools |
| Term of Employment: | 12 months |

Responsibilities: (Include but are not limited to)

- Know and follow all school board policies.
- Effectively use school system financial management software, word processing and spreadsheet programs to perform job functions.
- Direct supervision of central office finance support staff.
- Verify that checks are written for correct amounts each month
- Supervision of accounting, payroll, purchasing/accounts payable and fixed assets.
- Prepare annual budgets with Director of Schools.
- Discuss budget line items with Director as needed.
- Monitor budget line items.
- Serve as Federal Projects Budget Administrator.
- Prepare and reconcile monthly general ledger statements.
- Prepare monthly board reports.
- Prepare cost analysis information for board and director as requested.
- Coordinate and approve all bid specifications.
- Calculate and send to IRS all federal income tax, social security, and Medicare payments.
- Prepare Quarterly IRS 941 Forms.
- Balance, prepare and submit W-2 information to the IRS.
- Prepare and distribute annual 1099 forms.
- Employment security report (quarterly).
- Complete worker's compensation audits (annually).
- Receipt all funds received.
- Prepare deposits and take to banks.
- Prepare and submit state reports in a timely manner.
- Prepare salary schedules.
- Coordinate claims for liability, property & vehicle insurance.
- File injury reports for workers compensation claims and track job related injuries or illnesses.
- Assist principals and school bookkeepers in proper accounting methods.
- Attend board meetings and workshops.
- Coordinate annual audits for central office and schools.
- Comply with fiscal management policies and recommend new policies as needed.

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- Effectively use school system financial management software, word processing and spreadsheet programs to perform job functions.
- Recalculate and verify time sheets and ensure that salaries and deductions are figured accurately.
- Attend all state mandated training
- Perform any and all other duties as assigned by the Director of Schools.

Finance

- Request grant and federal projects funds in E-Plan.
- Report grant and federal projects expenditures in E-Plan.
- Provide monthly financial reports to federal projects and grant coordinators.
- File financial reports required for grant and federal funds.
- File state reports in E-Plan
 - Budgets.
 - Budget Amendments.
 - Annual Financial Reports.
- Monthly General Ledger.
 - Reconcile revenue on Trustee's report to central office receipts.
- Provide information requested by auditors or project monitors.
- Complete worker's compensation audits (annually)
- Become knowledgeable of all procedures relating to receipting and depositing.
- Examine accounting records. Ensure that all mail-in and manual receipts were recorded.
- Recalculate and verify that all bank deposits are counted accurately.
- Verify that deposit slips agree with the amount recorded on the accounting record. Initial and date deposit slips to indicate the review.
- Prepare deposits and take to the banks
- Review monthly bank statements for unusual transactions, bank transfers, bad checks, and canceled checks. Initial and date the statement indicating review.

Purchasing

- Review Purchase order information for accuracy
- Place orders after approval of the Director of Schools.
- Monitor purchase order file for completion of order.
- Obtain receiving information for orders from the appropriate department.
- Obtain informal quotes for school system purchases, as needed, by consulting catalogs or contacting vendors to obtain information on specifications, price, availability and delivery of items.
- Obtain formal bids and requests for proposals.
 - Prepare specifications, with input from other departments as appropriate.
 - Advertise bids.
 - Distribute bid documents to vendors.
 - Receive bids from vendors.
 - Conduct bid opening and prepare bid tabulations.
 - Assist in evaluation of bids as needed.
- Prepare invoices for payment by compiling appropriate documentation and verifying accuracy of charges and account coding.

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- Process approved invoices and related reports; distribute or mail as required.
- Maintain a file of paid invoices.
- Monitor budget amounts to ensure expenditures are not over budget.
- Maintain and update vendor file with changes to addresses, phone numbers and tax identification numbers.
- Provide information requested by auditors or project monitors.
- Any other duty/responsibility as assigned by the Director of Schools or his/her designee.

Qualifications:

- 4 Year College Degree
- Two years of experience in the accounting field.
- Ability to interpret policies as related to job functions.
- Knowledge of software packages used by the school system.
- Possess good oral and written communication skills.
- Ability to do mathematical calculations needed to perform job duties.
- Competency in use of business machines.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Ability to perform any physical duties associated with this position