

SCHOOL DISTRICT OF JACKSON COUNTY JOB DESCRIPTION

ASSISTANT FINANCE DIRECTOR

QUALIFICATIONS:

- (1) Master's Degree from an accredited institution in Educational Leadership with course work in school finance and accounting, or
- (2) Bachelor's or Master's Degree in accounting, finance, business or public administration, or a related field.
- (3) Minimum of three (3) years successful experience in business management, accounting or education.
- (4) Such alternatives to the above requirements as the Superintendent, School Board, and Director of Finance may find appropriate and acceptable.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, analyze, and interpret procedures and regulations. Ability to effectively present information to groups. Ability to communicate effectively in oral or written form. Ability to respond to common inquiries or complaints from employees, regulatory agencies, or members of the business community. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply financial concepts such as compound interest, time value of money, tax rates and discounts. Ability to solve practical problems. Ability to advise principals and program directors regarding budgets and financial reporting. Ability to manage several tasks at one time. Ability to perform duties with awareness of all district requirements, School Board policies, governmental auditing standards, Internal Revenue Code, State statutes and State Board of Education rules. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to effectively use PC/mainframe computer software and hardware, i.e. spreadsheets, etc.

REPORTS TO:

Director of Finance

JOB GOAL

To ensure that the District's financial, payroll, and staff records and systems are maintained in accordance with law and generally accepted accounting practices in support of providing the best possible educational services with available financial resources.

Board Approved July 21, 1998
Amendment Board Approved April 15, 2003

ASSISTANT FINANCE DIRECTOR (Continued)

SUPERVISES:

Assist in supervision of technical/support personnel assigned to the Finance Department.

PERFORMANCE RESPONSIBILITIES

The Assistant Finance Director shall assist the Director of Finance in the responsibility for all District Fiscal Programs including but not limited to assisting with the following specific responsibilities:

- (1) Provide assistance and information to all technical/support staff as needed.
- (2) Identifying the need for program corrections or suggestions to improve the program.
- (3) Continuous training program for utilization of the personal computers/terminals pertaining to use and input of all documents and information and generation of reports.
- (4) Supervision of all functional aspects of the Finance Department, including supervising and directing staff, assigning staff to accomplish Finance Department functions in the most efficient manner, and evaluating the performance and effectiveness of staff procedures. This includes recommending the addition or reduction of staff in the various sections, reassigning staff between sections, and adjusting responsibilities between staff sections.
- (5) Designing and evaluating internal control procedures to safeguard assets, ensuring financial reporting in accordance with Generally Accepted Accounting Principles, and ensuring all transactions are authorized.
- (6) Abide by and facilitate adherence to all applicable laws, rules, regulations, policies, and procedures; maintains professional ethical standards; maintains high level of professional development/knowledge.
- (7) Maintaining a quiet work environment.
- (8) Coordination and direction of business services in such a way as to realize maximum value from the use of resources.
- (9) Periodically audits and corrects various finance, payroll, and staff transactions, documents, and reports to verify the need for corrections or changes; conducts random review of purchase orders and invoices to ensure accuracy and compliance with cost accounting standards.
- (10) Supervision of fund investment and cash management.

ASSISTANT FINANCE DIRECTOR (Continued)

- (11) Supervision of the preparation and posting of transactions including revenue, expenditure reversals and interfund transfers to proper journal, ledger, and depository accounts.
- (12) Supervision of the monitoring of all federal and state project reports including cash advance requests, reconciliation, and expenditure reports.
- (13) Developing, recommending, and administering the business and financial services budget.
- (14) Ensuring that all financial records are maintained in compliance with the adopted records retention plan.
- (15) Establishing and administering department procedures and objectives.
- (16) Preparation for collective bargaining negotiations.
- (17) Participate in the process of developing the District's compensation plans.
- (18) Ensuring that all federal and state required reports are submitted within their required time frame.
- (19) Ensuring that security exists and is being practiced at all times for all documents, records, and warrants.
- (20) Preparation of the Annual Financial Report in accordance with Generally Accepted Accounting Principles and DOE results.
- (21) Preparation or supervision of the preparation of financial reports on a timely basis both for internal management use and for state and federal requirements and maintenance of related records.
- (22) Preparation of agenda items for school board meetings including the monthly financial statement to the superintendent and school board.
- (23) Preparation of budgets and financial reports for district-level budget units and school centers including monthly financial reports.
- (24) Providing information to the Superintendent and School Board as to the financial status of the school system and the wise use of its resources through good business management practices.
- (25) Preparation of the program cost report.
- (26) Develop district FTE projections and monitor district and school FTE reporting for the established survey periods.
- (27) Supervision of monitoring of internal accounts and coordination of the required audit of internal accounts.
- (28) Responding to individual auditor concerns and questions during audit period; coordinating District's formal response to audits; and identifying and implementing activities to remedy audit report findings of an adverse nature.
- (29) Perform other tasks consistent with the goals and objectives of this position.
- (30)** Other duties assigned by the immediate administrator or supervisor.

ASSISTANT FINANCE DIRECTOR (Continued)

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.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 5-9
12 months
7.5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy one evaluation of personnel.