

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

DIRECTOR OF FINANCE

QUALIFICATIONS:

- (1) Bachelor's Degree in Accounting, Finance, or Business Administration. Preferred education and experience to include but not limited to:
- Master's Degree
 - Certified Public Accountant
 - Seven years successful experience in public/governmental accounting or auditing preferably in financial and program cost accounting and reporting for Florida schools.
 - Experience in preparing or reviewing GASB compliant annual financial statements.
 - Experience in preparing or reviewing school district budgets according to DOE and TRIM requirements.
 - Knowledge of Florida School Law and State Board of Education regulations.
 - Experience in risk management and educational facilities budgeting.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, interpret and enforce Florida Statutes. Ability to read, interpret and enforce State Board Policy. Ability to read, interpret and enforce Board policy. Ability to demonstrate administrative and technical expertise in multiple areas including budget, finance, risk management, purchasing, and investments. Ability to use effective public relations skills. Ability to effectively use PC/Mainframe computer software and hardware. Ability to plan and present information to the public. Ability to effectively use problem-solving skills. Ability to analyze and accurately project FTE for the District. Ability to prepare and administrate the District budget. Knowledge of group dynamics. Skills in consensus building. Strong written and oral communication skills.

REPORTS TO:

Superintendent

JOB GOAL

To provide administrative leadership and supervision of business management, and payroll areas that result in efficient and effective operations to support educational excellence.

SUPERVISES:

Finance Assistant
Payroll/Personnel Specialist
Other Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

Board Approved January 20, 1998
Amendment Board Approved April 15, 2003
Amendment Board Approved February 17, 2004

DIRECTOR OF FINANCE (Continued)

- (1) Provide leadership and direction for business services to support instructional programs for educational excellence.
- (2) Assist with development of District FTE projections.
- (3) Respond to FTE and legislative audit reports.
- (4) Direct the preparation and administration of the annual School District budget.
- (5) Participate in the process of developing the District's compensation plans.
- (6) Prepare agenda items for School Board meetings.
- (7) Provide leadership in the development of the District budget and adherence to TRIM guidelines.
- (8) Oversee RFPs or bids as necessary in business services.
- (9) Direct District's cash management program.
- (10) Assist in the acquisition and disposition of School Board owned real property.
- (11) Oversee staff database system.
- (12) Maintain the District's risk management program and expenditures.
- (13) Monitor District and school FTEs for the four survey periods.
- (14) Respond to individual auditor concerns and questions during audit period and coordinate District's formal response to audits.
- (15) Supervise the preparation of financial reports.
- (16) Oversee the required audit of internal accounts.
- (17) Develop agenda and chair business management team meetings.
- (18) Oversee the payroll processing function for the District.
- (19) Review budgets of departments and schools.
- (20) Provide overall supervision of the District's investment program.
- (21) Provide vision and leadership for implementation of technology in business services.
- (22) Provide leadership and assistance in business area to expedite District's achievement of mission and serve as team leader for the business services function.
- (23) Assist in the preparation for and conduct of collective bargaining negotiations.
- (24) Serve on the Superintendent's Executive Leadership Team.
- (25) Work to maintain effective community relations and interpret financial matters to the community.
- (26) Assist in the development of School Board policies and administrative guidelines.
- (27) Provide information to the Superintendent and Board on the financial status of the School District and the wide use of its resources through sound business management practices.
- (28) 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.
- (29) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- (30) Prepare all required reports and maintain all appropriate records.
- (31) Plan and recommend school-based financial management guidelines.
- (32) Provide coordination of activities between units within the business services department and assist the Superintendent in coordinating activities between departments.
- (33) Enhance business services by serving on local committees, visiting schools and making presentations.
- (34) Maintain liaison with federal, state and local agencies regarding operations of the department.

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A12

DIRECTOR OF FINANCE (Continued)

- (35) Perform other incidental tasks consistent with the goals and objectives of this position.
- (36) Other duties assigned by the immediate administrator or supervisor.

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 12-15

A salary additive of \$2,400.00 will be added for an individual who has a Master's Degree and is a Certified Public Accountant

12 months

7.5 hours per day

EVALUATION:

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

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