



## JOB DESCRIPTION

**TITLE:**

Director of Finance

**PRIMARY FUNCTION:**

To manage the financial, budgetary, and purchasing affairs of the School Division in a prudent and effective Manner

**MINIMUM QUALIFICATIONS:**

- Hold a minimum of Bachelor's Degree in Finance, Accounting, or Business, CPA preferred
- Demonstrate knowledge of budget, finance and accounting, and the ability to communicate to diverse groups
- Familiarity with computer office and finance software
- School finance experience preferred

**REPORTS TO:**

Superintendent

**SUPERVISES:**

Accounting Associates

**PERFORMANCE RESPONSIBILITIES:**

- Plan, direct, and coordinate the preparation of the School Division's annual budget
- Plan, direct, and coordinate general accounting activities for the School Division and serve as a liaison between the School Board and the County's Central Accounting Office for such activities
- Manage the accounts payable and payroll functions for the School Division
- Provide periodic accounting and budgetary reports to the School Board, Superintendent, and key staff. Monitor and track expenditures to provide historical information and to make expenditure projections for budget preparation
- Prepare the Annual School Report and other various federal, state, and local financial reports as required
- Plan, direct, and coordinate the Federal Impact Aid accounting and application procedures
- Project present and future year compensation and benefit costs and coordinate projections and budget
- Prepare monthly accounting adjustments and budget transfers and post the general ledger
- Manage grants functions and approve reimbursement requests in state grant system (OMEGA)
- Coordinate annual financial audits (school division, School Activity Fund and PTO/PTA) and prepare corrective actions
- Conduct periodic training sessions for school bookkeepers and PTO officers
- Assist employees with benefit questions and changes (with HR department)
- Analyze and review annual health and dental insurance renewals and negotiate with health and dental insurance providers. Communicate renewal information to the School Board, Superintendent and all staff
- Oversee and manage other employee benefits preparing Requests for Proposals as needed
- Perform other related duties as assigned

**REQUIREMENTS:**

Involves limited physical tasks including lifting, and may involve operation of equipment such as computers, Copiers, overhead projectors, etc.

**TERMS OF EMPLOYMENT:**

12 month contract; Grade D31

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Personnel