

**Greenwood School District 50
Position Description**

POSITION TITLE: Director of Finance

Department: Business

Reports To: Assistant Superintendent for Business

Date: 2/06/2012

SUMMARY: The job of Director of Finance is executed for the purpose/s of performing responsible technical financial functions in the preparation, maintenance, processing and auditing of financial records or reports; assisting with cash management; and providing guidance to business department employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

- ⇒ Monitors the financial center and its employees.
- ⇒ Analyzes financial reports (e.g. accounts payable, budget, financial statements, etc.) for the purpose of providing required information and/or ensuring compliance with established federal, state and local laws, regulations and policies.
- ⇒ Audits federal, state and local regulated programs (purchase requisitions, invoices, reimbursements, grants, etc.) for the purpose of ensuring compliance with financial, legal and administrative requirements.
- ⇒ Compiles statistical and financial data for the purpose of ensuring compliance with established regulations.
- ⇒ Coordinates with other staff (e.g. data collection, year-end closing, payable/receivables, etc.) for the purpose of completing assigned duties accurately and in a timely manner and ensuring compliance with financial and administrative requirements.
- ⇒ Creates and maintains a variety of manual and electronic documents files and/or records (e.g. accounts payable, budgets, grant records, reports, vendor files, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- ⇒ Develops accounting and financial procedures for the purpose of improving internal controls and accountability.
- ⇒ Monitors account balances and related financial activity (e.g. grant records, expenses, claims, etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenditures are within budget limits, and/or fiscal practices are followed.
- ⇒ Supervises the preparation of written materials and state/federal tax information returns (e.g. 1099's, Combined Excise Tax Returns, memos, reports, letters, daily/monthly/quarterly/year-end reports, spreadsheets, account codes, budgets, journal entries, etc.) for the purpose of documenting activities, providing written reference, conveying information and/or complying with financial, legal and administrative requirements.

- ⇒ Processes documents and materials (e.g. billings, invoices, travel forms, transmittal of District monies, etc.) for the purpose of ensuring compliance and updating information and/or disseminating information to appropriate parties.
- ⇒ Provides fiscal services and training to school personnel staff (e.g. software applications, procedures, etc.) for the purpose of ensuring fiscal practices are followed and the disbursement of funds complies with established regulations.
- ⇒ Reconciles fiscal information and account balances as assigned (e.g. accounts payable, general ledger, report data, etc.) for the purpose of verifying accuracy of information, maintaining accurate balances and complying with internal controls.
- ⇒ Researches discrepancies of financial information and/or documentation for high risk items for the purpose of ensuring accuracy and adhering to procedures prior to processing for action.
- ⇒ Responds to inquiries from various internal and external sources (e.g. staff, auditors, Internal Revenue Service, providers, county coordinators, vendors, etc.) for the purpose of providing information, direction and/or appropriate referrals and taking appropriate action.
- ⇒ Supervises and directs assigned personnel for the purpose of maximizing their efficiency and meeting work requirements.
- ⇒ Prepares monthly financial update report.
- ⇒ Oversees the procurement and purchasing programs at the district level.
- ⇒ Coordinates the development of Requests for Proposals and bid packages.
- ⇒ Monitors compliance with the district procurement policy.

SUPERVISORY RESPONSIBILITIES:

Supervises business department personnel.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION, EXPERIENCE and QUALIFICATIONS:

The successful candidate must be able to:

- Operate standard office equipment including using pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records.
- Have the knowledge to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems.
- Use specific knowledge to satisfactorily perform the functions of the job including: governmental accounting/bookkeeping principles; and pertinent codes, regulations, policies and/or laws, including GAAP, GASB, FASB, and the IRC.

- Possess the ability to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment.
- Have flexibility to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods.
- Work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment.
- Bachelor's degree in accounting or business required. Degree in related area may be considered with suitable experience.
- Experience in public school accounting preferred.

LANGUAGE SKILLS:

Ability to read and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to respond to common inquires or complaints from customers, regulatory agencies or members of the business community. Ability to effectively present information to administrators, top management, public groups/community, and Board of Trustees.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plain and solid geometry and trigonometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS and ABILITIES:

Ability to apply knowledge of current research and theory in specific field. Ability to develop effective working relationships with the community, and staff. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. The employee must be able to

hear the difference between bells, buzzers, beeps, horns, etc. The employee frequently communicates through speech.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.