

Job Title: Director of Finance
Reports to: Superintendent
Dept. /School: Central Business Office

Wage/Hour Status: Exempt
Pay Grade/Days: 226 days
Date Revised: June 2005

Primary Purpose:

Direct and manage the operation of all financial and business affairs of the district including accounting, payroll, purchasing, risk management and tax collection. Serve as the chief financial adviser to the superintendent and board of trustees.

Qualifications:

Education/Certification:

Master's degree in a business related field or educational administration preferred
Bachelor's Degree

Special Knowledge/Skills:

Advanced technical knowledge of school finance, budgeting, accounting systems, and economics
Working knowledge of financial applications and accounting
Ability to use personal computer and software to develop spreadsheets, perform data and do work processing
Ability to implement policy and procedures
Ability to interpret data
Ability to manage budget and personnel
Ability to coordinate district functions

Minimum Experience:

Three years experience in school business management.

Major Responsibilities and Duties:

Fiscal Management

1. Keep the superintendent informed on the business affairs of the district
2. Evaluate accounting procedures, systems, and controls in all district departments and recommend improvements in their design, implementation, and maintenance.
3. Maintain a continuous auditing program for all funds and assist the district's independent internal auditors in conducting the annual or periodic audit.
4. Ensure that accounting systems comply with applicable laws and regulations including Texas Education Agency Financial Accountability System Resource Guide.
5. Develop period cash flow analysis to aid in determining cash available for investment and payment of bills.
6. Maintain the district investment portfolio.

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7. Oversee preparation of monthly bank reconciliation for the operating, special revenue, debt service, construction, tax, cafeteria, and athletic accounts; review reconciliations of vendor and payroll clearing accounts.
 8. Oversee the preparation and enter all budget adjustments, additions, and deletions.
 9. Review and approve all purchase orders and check requests and maintain control of budget by verifying availability of funds.
 10. Assist in the preparation of the budget and development of long-and short- range objectives for the business operations of the district.
 11. Plan and conduct needs assessments for improvement of distinct business operations.
 12. Work with district personnel to project student enrollments, staffing needs, building and facilities needs, energy needs, capital equipment needs, and other cost items for district and individual school improvement.
 13. Administer the business office budget and ensure that programs are cost effective and funds are managed prudently.
 14. Provide leadership to achieve cost-effective practices throughout the district.
 15. Ensure that business operations support the district's goals and objectives.

Policy, Reports, and Law

16. Implement policies established by federal and state law, State Board of Educations rule, and local board policy in area of business operations.
17. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
18. Prepare and evaluate monthly financial statements and related budget reports.
19. Prepare and publish comprehensive annual financial report in compliance with Association of School Business Officer (ASBO) standards.
20. Develop semi-annual financial information for submission of data to TEA.
21. Oversee preparation of the quarterly and final reports for all federal funds.

Purchasing and Inventory

22. Maintain accurate and current computerized inventory records of the district's fixed and movable assets.
23. Supervise maintenance of a timely replacement cost-asset listing for insurance purposes.
24. Organize and conduct sales to dispose of surplus and salvage equipment.
25. Supervise the preparation of bids and bid specifications.
26. Receive and open bids; tabulate results and prepare written recommendations.

Personnel Management

27. Prepare, review, and revise business department job descriptions.
28. Develop training options and/or improvement plans to ensure exemplary business operations.
29. Evaluate job performance of employees to ensure effectiveness.
30. Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.
31. Other duties as assigned by Superintendent.

Community Relations

32. Demonstrate awareness of district and community needs and initiate activities to meet the needs.

Supervisory Responsibilities:

Supervise and evaluate the performance of risk manager, purchasing manager, bookkeeper, accounts payable clerk, and payroll clerk.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Occasional district and statewide travel; occasional prolonged and irregular hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____