

BASIC FUNCTION:

Plan, organize, coordinate and control a large group of functional units with management and professional level subordinates involving highly complex financial activities.

DISTINGUISHING CHARACTERISTICS:

The Director of Finance series applies to a management position that typically report to an Assistant or Deputy Superintendent or directly to the Superintendent. The levels are distinguished in terms of the relative size (number and level of employees), complexity (diversity and problem solving), educational background (expertise) and accountability (freedom to act) of the assigned duties and functions.

REPRESENTATIVE DUTIES:

- Plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex activities with substantial direct financial impact.
- Coordinate activities with other District departments; participate in management meetings to discuss District-wide issues.
- Meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
- Assure internal controls are established, maintained and documented in compliance with organizational directives.
- Participate in internal and external organizations, boards and committees as requested and authorized by appropriate management directives and specific authorities.
- Oversee the maintenance of District-wide financial records and programs
- Oversee the preparation of various financial statements and their dissemination.
- Prepare financial analysis of revenues and expenditures and compare to other school districts in and out of state as assigned.
- Coordinate the on-going budget operations including planning, compiling, analyzing, preparing and monitoring the General and Federal Fund budget process.
- Review, analyze and evaluate budgetary process, assuring compliance with generally accepted budgeting principles, standards and procedures.
- Review the cost effectiveness of existing programs and the costing of new programs prior to Board approval.
- Coordinate staff training.
- Perform related duties as assigned.
- Practices, policies and procedures relating to sound financial management, including, but not limited to: budget preparation and control, generally accepted budgeting, accounting and auditing, principles, standards and procedures.
- Oral and written communication skills.
- Research methods and report writing techniques
- Laws, rules and regulations related to financial management.
- Computer applications and MUNIS
- Interpersonal skills using tact, patience and courtesy.
- Personnel requirements of the District.

ABILITY TO:

- Plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex activities.
- Prepare, communicate and deliver presentations both orally and in writing.
- Coordinate and monitor the financial system of the District.
- Interpret and explain financial reports, statutory and regulatory requirements, and all Board financial policies.
- Perform professional and technical budgetary, statistical and accounting functions.
- Maintain current knowledge of technological advances in the field.
- Use financial computers programs efficiently.
- Prioritize and schedule work.
- Train, supervise and evaluate personnel.

EDUCATION AND EXPERIENCE:

A Certified Public Accountant certification, Masters in Business Administration or Masters in Public Administration degree and five years professional experience in a business office setting with at least three years experience in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Forty-two (42) hours of continuing education classes every two years that have been approved by the Kentucky Department of Education.

My signature below indicates that I have been given a copy of my job description.

Date