

**TITLE:** Director of Finance

**QUALIFICATIONS:** A Certified Public Accountant certification, Masters in Business Administration or Masters in Public Administration degree; four years professional experience in a business office setting or at least two years' experience in school finance. The ability to maintain confidentiality; to organize and work without direct supervision, and the ability to meet whatever alterations to the above qualifications as the Board finds appropriate and acceptable.

**REPORTS TO:** Superintendent or Designee

**JOB GOAL:** To maintain accurate accounting of the school district. Coordinating the daily operations and accurately fulfilling District accounting functions regarding banking, budget, debt service, accounting, issues in a timely and professional manner in compliance with State rules and regulations.

**COMPENSATION:** Rank II of Certified Salary Schedule with an Index of 1.50

**PERFORMANCE RESPONSIBILITIES:**

Receive and deposit in designated depository all monies for the Board and withdraw such funds upon proper order of the Board and superintendent.

Maintain a complete account for all Board funds and prepares reports of fund transactions as required by the Board.

Train, supervise and evaluate payroll and accounts payable personnel.

Attend all meetings of the Board of Education.

Act as custodian of all moneys of the school district.

Coordinate and prepare the District's operating and capital budgets with the Superintendent for approval by the Board of Education.

Coordinate the on-going budget operations including planning, compiling, analyzing, 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.

Direct the issuance of checks for payment of all legal claims against the Board in accordance with applicable Board policy.

Prepare and maintain all financial records as needed by the auditors employed by the Board to audit all school accounts and assist the auditors during their annual inspection of financial records.

Supervise the preparation of the annual financial report for publication and see that it and other reports are published in accordance with applicable statute.

Check and review a variety of records, accounts and reports for accuracy, conformance and timeliness; assist with calculations.

Assure internal controls are established, maintained and documented in compliance with organizational directives.

Reconciles District checking accounts.

Oversee the maintenance of District-wide financial records and programs.

Oversee the preparation of various financial statements and their dissemination.

Maintain financial chart of accounts per KDE requirements.

Perform the bid process for the banking services and auditor's contract.

Process all purchase orders and maintain all users and vendors in the cloud-based purchase order system.

Coordinate and monitor the MUNIS 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 and use financial computers programs efficiently and adapt to changing requirements.

Perform other duties as directed by Superintendent.

**TERMS OF EMPLOYMENT:** Term contract with specified beginning and ending dates as indicated in letter of employment. Hours are as designated by Superintendent.

**EVALUATION:** Performance of this job will be evaluated in accordance with Board Policy.