

Marion County Public Schools  
Job Description

Position Title: Assistant Finance Director Department: Marion County Public Schools Reports To: Finance Director, Superintendent Approved By: Marion County Board of Education Date: September 2016
--

**SUMMARY:** Assist the Finance Officer in overseeing all matters related to the budget, finance and grant funding.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Monitor and review financial activities of the board including but not limited to review of payroll and accounts payable for compliance and accuracy
- Perform scheduled payroll processes and purchasing as required by finance officer
- Monitor revenues for accuracy and timeliness
- Review and/or prepare finance reports including but not limited to 941, unemployment, CERS, KTS etc., as needed
- Prepare any financial information, including but not limited to, budget, accounts receivable and accounts payable, payroll, and financial reports as needed
- Prepare and maintain reports for all grant programs
- Assist in developing annual budget including all grants
- Prepare monthly bills for supervisor's approval
- Prepare monthly reconciliation for each specific grant program
- Assist with monthly bank reconciliation and review of posted transactions
- Assist in compiling and submission duties for the Comprehensive District and School Improvement Plan including budget development and its required reporting
- Answer routine telephone inquiries regarding programs and procedures or financial matters
- Attend meetings as requested to collect and report guidelines/information
- Train finance staff as needed
- Assist in the development and duplication of forms, applications, guides, worksheets, etc., specifically for Central Office and District use
- Perform other related duties as assigned or requested
- Keep confidential matters confidential
- Prepare and maintain all aspects of contractual and bid information for District under advisement of the Superintendent
- Maintain federal and special program office files
- Maintain audit files for grant programs
- Maintain and update Model Procurement guidelines for dissemination to all employees for fulfillment of state policy

- Serve as back up for AP and payroll
- Communicate clearly and effectively
- Special assignments as assigned by Superintendent
- Other duties as assigned

**SUPERVISORY RESPONSIBILITIES:** In the absence of the Finance Officer, oversee finance office.

**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, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** A minimum of a bachelor's degree from any accredited postsecondary institution; and

1. A minimum of twelve (12) credit hours in accounting coursework from any accredited postsecondary institution;
2. A minimum of four (4) years' work experience primarily in accounting or finance, confirmed by the district of employment; or
3. A minimum of two (2) years' work experience in finance in a local school district, confirmed by the district of employment.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before staff and administrators.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.

**OTHER SKILLS and ABILITIES:** Proficient in typing and ability to operate a computer and related software, especially Microsoft Word, Excel, Outlook and Power Point. Ability to develop effective working relationships with staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and 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 sit and talk or hear. The employee is occasionally required to stand, walk, and 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, depth perception, and the ability to adjust focus.

**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 usually quiet. The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.

*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.*