

CLASS CODE: 0040 (Classified: 7185)

JOB DESCRIPTION

Position Title: DIRECTOR OF FINANCE (Finance Officer)

Responsible To: Superintendent

Basic Function:

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

Performance Responsibilities:

1. 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.
2. Coordinate activities with other District departments; participate in management meetings to discuss District-wide issues.
3. Meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
4. Assure internal controls are established, maintained and documented in compliance with organizational directives.
5. Participate in internal and external organizations, boards and committees as requested and authorized by appropriate management directives and specific authorities.
6. Oversee the maintenance of District-wide financial records and programs
7. Oversee the preparation of various financial statements and their dissemination.
8. Prepare financial analysis of revenues and expenditures and compare to other school districts in and out of state as assigned.
9. Coordinate the on-going budget operations including planning, compiling, analyzing, preparing and monitoring the General and Federal Fund budget process.
10. Review, analyze and evaluate budgetary process, assuring compliance with generally accepted budgeting principles, standards and procedures.
11. Review the cost effectiveness of existing programs and the costing of new programs prior to Board approval.
12. Perform professional and technical budgetary, statistical and accounting functions.
13. Maintain current knowledge of technological advances in the field.
14. Prioritize and schedule work.
15. Train, supervise and evaluate personnel.
16. Use financial computers programs efficiently.
17. Perform related duties as assigned.

Minimum Qualifications:

- A Bachelor's degree or higher

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- Twelve (12) credit hours in accounting; four (4) years' work experience in accounting/finance; or two (2) years' work experience in finance in a local school district.
- Ability to obtain full certification in accordance with 702 KAR 3:320 and forty-two (42) hours of continuing education classes every two years that have been approved by the Kentucky Department of Education.

Terms of Employment:

Salary to be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of board policy for Certified Personnel or Classified Personnel as circumstances dictate.

160.380(8) (b) Each application or renewal form, provided by the employer to an applicant for a certified or classified position, shall conspicuously state the following: "FOR THIS TYPE OF EMPLOYMENT, STATE LAW REQUIRES A NATIONAL AND STATE CRIMINAL HISTORY BACKGROUND CHECK AND A LETTER, PROVIDED BY THE INDIVIDUAL, FROM THE CABINET FOR HEALTH AND FAMILY SERVICES STATING THE APPLICANT HAS NO FINDINGS OF SUBSTANTIATED CHILD ABUSE OR NEGLECT FOUND THROUGH A BACKGROUND CHECK OF CHILD ABUSE AND NEGLECT RECORDS MAINTAINED BY THE CABINET FOR HEALTH AND FAMILY SERVICES.