TITLE: **Executive Director of Finance**

QUALIFICATIONS:

1. Holds a bachelor’s degree in Accounting or related financial field with a minimum of 18 credit hours in accounting coursework; Certified Public Accountant or Certified Management Accountant preferred
2. Holds a valid Kentucky certification as School District Finance officer or has been granted School District Finance officer Grandfather status by the Kentucky Department of Education
3. Has three years of successful professional experience in budget-related functions
4. Has specialized skills and experience in computer applications
5. Has a knowledge of accepted budgetary, accounting, and auditing principles, standards and procedures
6. Has a knowledge of applicable sections of Kentucky Administrative Regulations and other applicable laws
7. Has the ability to communicate effectively both orally and in writing
8. Has demonstrated the ability to relate to and work effectively with staff and community

REPORTS TO: ~~Superintendent~~ Chief of Staff / Deputy Superintendent or designee

JOB GOAL: To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available

PERFORMANCE RESPONSIBILITIES:

1. Develop and ~~maintain~~ ensure compliance with policies, procedures, guidelines and objectives for fiscal operations which are consistent with the philosophy and mission of the District
2. Communicate to the Superintendent and/or the Board of Education any known violations or abuses of board policies and acts contrary to fiduciary responsibility of employees related to the financial matters of the District
3. Act~~s~~ as an advisor to the Superintendent ~~on all questions relating to the business and~~ in regard to the financial affairs of the District
4. Prepare financial reports for the District as required by:
   1. The Superintendent and local Board of Education;
   2. The Kentucky Department of Education;
   3. Federal and state agencies
5. Provide analysis of reports and other financial data, interpreting and communicating key information that is impactful to decisions of the District
6. Assist independent auditors, facilitating the annual audit of the District’s financial statements including:
   1. Assistance in scheduling the testing;
   2. Provide analysis and prepare worksheets as requested;
   3. Submit source documentation as requested
7. Establish and supervise a system of accounting with adequate internal controls, ensuring integrity of the financial data as well as the safekeeping and distribution of funds.
   1. Develop and maintain a structured chart of accounts;
   2. Provide a structure that is essential to the preparation, administration, supervision and control of the budget;
   3. Establish a reporting structure for retirement contributions and tax reporting
8. Ensure that financial data reported is consistent with accounting principles generally accepted in the United States of America as well as standards promulgated by the Government Accounting Standards Board
9. Provide oversight for the schools accounts:
   1. Establish a training program;
   2. Collaborate with school personnel on budget planning and execution;
   3. Provide other financial related support as necessary
10. Establish a program of internal auditing for accounts including at the school level
11. Provide direction and oversight for the supervision of the accounting operations including:
    1. Cash disbursements;
    2. Daily receipts and revenue recognition;
    3. Payroll related activity;
    4. Grant accounting and compliance;
    5. Fixed asset reporting
12. Coordinates the budgetary process adhering to and compliance with statute and guidelines corroborated by the Kentucky Department of Education:
    1. Develops district level budgetary guidelines;
    2. Obtains the annual budget requirements for all departments and prepares the preliminary budget estimates;
    3. Provides analysis of budget requests and proposed program costs;
    4. Assists in the execution of the budget and administers a budget control system for the district;
    5. Implements an encumbrance system;
    6. Implements a system of reporting budget status for budget managers
13. Assumes responsibility for ~~budget development and~~ long-range financial planning and utilization of resources for all funds
14. ~~Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions~~
15. ~~Supervises all accounting operations~~
16. ~~Supervises the collection, safekeeping, and distribution of all funds~~
17. Assume responsibility for long range financial planning for capital projects and bonded indebtedness
18. Manages the District's real estate and insurance programs
19. ~~Administers a budget control system for the District~~
20. ~~Arranges for the internal auditing of school accounts~~
21. ~~Interprets the financial concerns of the District to the community~~
22. ~~Assumes responsibility for the receipt and expenditure of School District funds~~
23. ~~Prepares and analyzes all financial statements~~
24. ~~Reconciles all bank accounts maintained by the Board~~
25. ~~Maintains a continuous internal auditing program for all funds~~
26. ~~Prepares reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any budgeted amount~~
27. ~~Maintains general, revenue, and appropriations ledgers on an encumbrance basis~~
28. ~~Approves all vouchers authorizing the expenditures of moneys~~
29. ~~Recommends new accounting methods as desirable and necessary~~
30. ~~Assumes responsibility for insurance records and insurance accounting~~
31. ~~Develops budget guidelines, coordinates preparation of the budget, and assists key administrators in review of the budget~~
32. ~~Prepares analyses of budget requests and program proposals~~
33. ~~Arranges for and supervises preparation, publication, and distribution of budgets as approved by the Superintendent and the Board~~
34. ~~Coordinates the presentation of, justification for, and preparation of additional analyses required to understand the budget proposal for action by the Board~~
35. ~~Assists in the execution of the enacted budget, including the recommendation of administration controls where required~~
36. ~~Takes the lead in developing improvements in the financial management of the school system, including budget methods, format, and presentation~~
37. ~~Prepares analyses of program costs and methods of financing, including long range projections of requirements~~
38. ~~Works with community organizations and citizens in interpreting the financial needs and impact of the school system by providing program and financial data and analyses, through personal appearance, as appropriate~~
39. ~~Coordinates, processes, and controls transfers of budgeted funds as requested by program directors~~
40. ~~Directs all financial accounting~~
41. ~~Provides accounting services essential to the preparation, administration, supervision, and control of the budget~~
42. ~~Obtains the annual budget requirements for all departments and prepares preliminary budget estimates~~
43. ~~Serves as accountant for regular budget and all federal, state, and private projects approved by the board~~
44. ~~Prepares, enters, and records all disbursements of District funds~~
45. ~~Provides advance warning of potential over expenditure of budgeted funds~~
46. ~~Supervises accounts payable processes and procedures, verifies by affidavit every such account or demand, except for salaries, exceeding five dollars~~
47. ~~Supervises payroll authorization preparations and all related files~~
48. ~~Verifies personally all bank accounts monthly~~
49. ~~Supervises preparation of monthly reports on personnel and non-personnel accounts~~
50. ~~Deposits all miscellaneous revenue collected and renders a monthly report to the Board treasurer of the receipts during the preceding month~~
51. ~~Makes all reports that are the result of the accounting function~~
52. ~~Prepares financial and other budget reports at regular intervals~~
53. ~~Provide technical assistance to individual school bookkeepers~~
54. ~~Assist in the employment and be responsible for the training and evaluation of clerical and financial support personnel~~
55. Supervise and evaluate the performance of assigned personnel; assumes the role of manager of the District’s business office
56. Attend all assigned meetings and participate in all assigned committees
57. Maintain knowledge of industry trends and financial legislation and ensures District compliance; keep current with all related accounting developments and practices
58. Performs the position of Treasurer of the Board if appointed by the Board
59. Perform other duties consistent with the position assigned as may be requested by the ~~supervisor~~ Chief of Staff / Deputy Superintendent or designee

TERM OF EMPLOYMENT:

* Salary – ~~Management~~ Executive Director Salary Schedule
* 8 hours per day
* 40 hours per wk.
* 246 days
* 12 months

BOARD APPROVED: 6-10-04

REVISED: 9-11-08, 5-14-2015