

Chief Financial Officer

Deleted: Finance Director/Treasurer

Reports to – Superintendent

Assist the Superintendent with the day-to-day financial administration of the district. Maintains and Oversees Financial Department of District. Assist with financial reports, budgets and annual audit. Cash balancing all accounts. Maintain compliance with state financial requirements of the school district.

PERFORMANCE RESPONSIBILITIES

1. Assist and Prepare Draft, Tentative and Working Budgets for district
2. Assist and supervise Financial/HR Department of the District
3. Month and year end cash balancing of all funds
4. Prepare Monthly and Yearly financial reports for District and Kentucky Department of Education
5. Serve as the primary MUNIS system administrator and maintain all MUNIS user controls
6. Maintain financial hardware and software and apply all updates.
7. Processing and Reporting monthly, quarterly and annual tax reports required, 941, unemployment, workers comp
8. Prepare PSD / CSD reports for State
9. Adjusting entries for accrual method of accounting
10. Accounting training and development of district staff
11. Backup for accounting personnel-running payroll and accounts payable as needed in absence of payroll or accounts payable personnel
12. Develops salary schedules for review and approval of the board of education, Completes annual salary table and updates in MUNIS after approval by the Board of Education.
13. Compile and organize all employee information for open enrollment of Cafeteria Plan Insurances from Third Party Administrator and enter all changes into MUNIS
14. Process field trip reimbursements and compile report for Athletic Dept.
15. Monthly checking of Accounts payable-Payment of bills and matching invoice to checks written
16. Overseeing each payroll and matching earnings to deductions and employee payments
17. Preparing and delivering Monthly budget reports to each school and departments for all funds
18. Preparing and mailing of all bond payments
19. Assist in bidding of Insurance, Bank Institutes and any other needed entity
20. Prepare special projects for board as requested
21. Consult on financial matters for district personnel
22. Assist independent auditors with annual audit
23. Attend board meetings as necessary
24. Any duties as requested by the Superintendent and/or Board of Education

PHYSICAL DEMANDS

Ability to work under the stress of meeting responsibilities and duties under timelines. Ability to meet the requirements described under major responsibilities and duties.

MINIMUM QUALIFICATIONS

1. A bachelor's degree from any accredited postsecondary institution; and 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, con-firmed by the district of employment; or
3. A minimum of two (2) years' work experience in finance in a local school district, con-firmed by the district of employment.

Deleted: 1. Four year degree in accounting, finance or a related field. CPA preferred¶
2. Knowledge of computer systems, including spreadsheet, word processing and network application. Also, experience with automated accounting and general ledger systems.¶
3. 4 or more years' experience in a corporate or non-profit accounting position. Public accounting or audit experience helpful.

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Approved by: _____
Board Chairperson

Date: January 25, 2010
Revised: May 22, 2018

Reviewed and agreed by: _____
Employee

Date: _____

Revised 12/22/14

Revised 02/11/22

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