

Director of Finance

Summary Class Code: 7184

- QUALIFICATIONS:** A bachelor's degree and one of the following:
- 12 hours of accounting class hours or four years of professional experience in a business office setting or at least two years experience in school finance.
 - A Certified Public Accountant certification, Masters in Business Administration or Masters in Public Administration degree.

Preference may be given to a candidate with Certified Public Accountant Certification

REPORTS TO: Superintendent

Basic Function: To plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex financial activities.

REPRESENTATIVE DUTIES

- Coordinate activities with other District departments; participate in management meetings to discuss District-wide issues.
- Meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
- Assure internal controls are established, maintained and documented in compliance with organizational directives and programmatic requirements.
- Participate in internal and external organizations, boards and committees as requested and authorized by appropriate management directives and specific authorities.
- Oversee the maintenance of District-wide financial records and programs
- Oversee the preparation of various financial statements and their dissemination.
- Prepare financial analysis of revenues and expenditures and compare to other school districts in and out of state as assigned.
- Coordinate the on-going budget operations including planning, compiling, grant drawdowns, analyzing, preparing, and monitoring the General, State, and Federal Fund budget process.
- Review, analyze and evaluate budgetary process, assuring compliance with generally accepted budgeting principles, standards and procedures.

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- Review the cost-effectiveness of existing programs and the cost of new programs before Board approval.
- Coordinate staff training.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Practices, policies and procedures relating to sound financial management, including, but not limited to: budget preparation and control, generally accepted budgeting, accounting and auditing, principles, standards and procedures.
- Oral and written communication skills.
- Research methods and report writing techniques
- Laws, rules and regulations related to financial management, including federal grants.
- Computer applications and MUNIS
- Interpersonal skills using tact, patience and courtesy.
- Personnel requirements of the District.

ABILITY TO:

- Plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex activities.
- Prepare, communicate and deliver presentations both orally and in writing.
- Coordinate and monitor the 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.
- Use financial computers programs efficiently.
- Prioritize and schedule work.
- Train, supervise and evaluate personnel.

LICENSES AND OTHER REQUIREMENTS

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Forty-two (42) hours of continuing education classes every two years that have been approved by the Kentucky Department of Education. All hires after July 1, 2015 must go through the internship process as stated in 702 KAR 3: 320.

TERMS OF EMPLOYMENT

- 238 Day Contract (186 Day Contract + 52 Extended Days)
- Paid from Classified Professional Salary Schedule