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| **Position Title:** | Financial Officer |
|  | Exempt ◯ Non-Exempt ◯ |
| **Job Class Code:** | 7184 |
| **School/Department:** | Central Office |
| **Reports to:** | Superintendent |
| **Approved by:** | RIS Board of Education, 07/16/19 |

**Summary**

Administers the accounting, payroll, and tax collection, functions of the school district in such a way as to ensure compliance with appropriate laws, regulations, and rules as adopted by the Board, the state, or other governmental agency.

**Essential Duties & Responsibilities**

* Directs the records and control of receipts and expenditures under the limitations set forth in the Board’s approved budget and according to rules set forth by funding sources.
* Directs the preparation of periodic financial reports, claims for reimbursement, and the publication of reports as required by law or regulation.
* Directs the accounting and record keeping in the Payroll Department.
* Directs the collection of such taxes as approved by the Board.
* Directs the issuance retirement of bonded indebtedness as approved by the Board.
* Prepares the budget.
* Disseminates procedures for school activity fund accounting.
* Supervises records and reporting of Trust Funds.
* Establishes and maintains a division training program to improve employee performance.
* Ensures that tax rates are established per the Kentucky Department of Education requirements.
* Presents annual tax levy to Board, interprets and assures compliance with tax statues.
* Analyzes and reviews financial management reports and data; researches management problems and develops solutions.
* Works to prepare reports and analysis in support of budgeting, bond issuances, project management, and other areas to ensure sound business and financial practices.
* Responsible for MUNIS system security function and serves as system custodian and monitors compliance with district security objectives.
* Works to maintain effective district community relations and interprets the financial concerns of the district to the community.
* Supervises the collection, safekeeping, and distribution of all Funds.
* Supervises storage and distribution of department supplies and equipment.
* Arranges for the internal auditing of all central office and school accounts.
* Recommends new accounting methods, as desirable and necessary.
* Coordinates staff development allocations for school staff.
* Oversees school-based management budget development.
* Coordinates staffing formulas.
* Adheres to professional Codes of Ethics adopted by the Kentucky Education Professional Standards Board.
* Maintains regular attendance.
* Performs other duties as assigned.

**Required Knowledge & 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.
* 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.
* To motivate and work cooperatively with diverse populations
* Use time efficiently
* Ability to plan effectively

**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.

* Work is performed while standing, sitting and/or walking.
* Requires the ability to communicate effectively using speech, close/distance vision, and hearing.
* Requires the use of hands for simple grasping and fine manipulations.
* Requires bending, squatting, crawling, climbing, and reaching.
* Requires the ability to lift, carry, and push or pull weights up to 50 pounds.
* Requires a high level of physical endurance to meet the demands of extended workdays (coverage of building activities and extra-curricular activities, etc.).
* Requires the ability to handle and balance multiple demands at the same time.

**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 this environment is standard office environment depending upon the activity in a particular part of the workday.

**Education and/or Experiences**

* A Bachelor’s degree and one of the following: 12 hours of accounting class hours or four years of professional experience in a business setting or at least two years’ of experience in school finance.
* A Certified Public Accountant certification, Master’s in Business Administration or Masters in Public Administration degree is preferred, and will determine the difference between Director of Finance II and Director of Finance III.
* Five (5) years’ professional experience in a business office setting with at least three (3) years’ experience in a supervisory capacity.

**Licenses and Other Requirements**

* 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.
* Insurability by the District’s carrier