



Northern Kentucky Cooperative for Educational Services

Job Description

Memo: The purpose of using this job title is to align the work at NKCES and provide a structure for effective support and oversight. The primary goal of this position is to oversee the finances at NKCES, along with coordinating with our other coordinating services. Specifically, this position will align with our other director positions as a leadership position at NKCES. Further, this will support our increase in programming and services.

POSITION TITLE: Finance Director

RESPONSIBLE TO: Executive Director or designee

QUALIFICATIONS/CERTIFICATION(S):

- Bachelor's Degree in Accounting (Preferred), Business Administration or a related field, with an emphasis in Accounting or Financial Management (Preferred)
- Educational Leadership or Management experience in an education-focused entity or non-profit agency
- Experience as Facilities Manager
- Such additional qualifications as the Executive Director and NKCES Board of Directors may find appropriate and acceptable

JOB GOAL: The Finance Director will provide direct oversight, management, and monitoring of the financial assets of NKCES, strategically leverage resources, and ensure all NKCES programs and NKY regional initiatives operate effectively.

SPECIFIC DUTIES:

- Compile data for budget and maintain financial records of a variety of programs including the monitoring of account balances and tracking indirect costs
- Compile and disseminate financial information to school districts, agencies, and other interested individuals as requested
- Send federal program reports to program directors and agencies to meet quarterly deadlines
- Monitor aging of accounts receivable and initiate programs to facilitate collection of invoices; reconcile or oversee reconciliation of aging invoices on a monthly basis

- Provide monthly financial reports for the Executive Director and Board of Directors
- Monitor all budgets for NKCES (internal, external, state, federal)
- Prepare annual financial statements and reports for board/committee meetings and program directors
- Build financial models in support of growth plans
- Apply depreciation schedule to all fixed assets
- Compute and disburse wages and salaries, deductions, taxes, and other withholdings.
- Post payroll data and prepare routine reports and/or payments to government agencies, insurance companies, and others. Perform all payroll fund transfers
- Perform posting of cash receipts, expenses, or other transactions to journals or ledgers and verifies accuracy.
- Perform all second signatures for all checks issued and distributed by NKCES
- Prepare salary schedules and all salaries for contracts/memos for all staff members related to employment
- Oversee health benefits and human resource operations
- Calculate and prepare annual salary and benefit projections for budget development
- Reconcile monthly bank statements
- Lead and develop a small team of people responsible for the day-to-day operations of the cooperative
- Ensure maintenance of the building and associated grounds is performed
- Perform related duties as needed and assigned by the Executive Director

KNOWLEDGE OF:

- Accounting principles and techniques involved in financial record-keeping, monitoring and control
- Cooperative organization, policies and procedures
- Human Resource guidelines to include health benefits
- Payroll guidelines
- Interpersonal skills using tact, patience, and courtesy
- Tax withholding, voluntary deductions, garnishments, and fringe benefits.

ABILITY TO:

- Perform advanced-level accounting duties in the maintenance of assigned accounts
- Verify, balance, and adjust accounts
- Prepare financial statements
- Work independently and make decisions in accordance with established policies and regulations
- Meet schedules and timelines
- Complete work with many interruptions
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Managerial experience required
- Good communication skills

- Technical skills required to manage cost and fund accounting functions and auditing functions
- Outstanding communication and interpersonal skills
- Managerial skills to direct and motivate employees

TERM OF EMPLOYMENT: Classified, Full-time employment, 230 days

SALARY: Salary based on rank and experience in accordance with the NKCES salary schedule.

EVALUATION: Annual evaluation in accordance with the performance of job description and NKCES policies and procedures.