

Mercer County Schools
JOB DESCRIPTION

Job Title: Assistant Director of Finance

Reports to: Director of Finance

Job Class Code: 7161

Work Schedule: 240 days

Pay Scale: Per Classified Salaried Schedule

Approval Date:

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: Plan, coordinate and supervise the daily operations of two or more finance related areas such as payroll, accounts payable, accounts receivable, grants and others to accurately fulfill District accounting functions in a timely and professional manner in compliance with State rules and regulations.

REPRESENTATIVE DUTIES:

- Supervise two or more accounting units including financial reporting, attendance accounting, accounts payable, general ledger, accounts receivable and other accounting functions; coordinate activities with the payroll function.
- Coordinate activities between accounting department and the field; respond to questions and issues from the field including attendance, budget or other accounting issues.
- Review accounting methods and procedures; recommend changes to accounting systems, automated or manual, and implement change as directed.
- Prepare a variety of accounting, attendance and other reports and maintain a variety of complex records; assess requirements for reports and assign sections for preparation to staff; prepare graphics and charts as necessary.
- Regulate compliance with State requirements and other related directives for accounting functions; check daily input and output of accounting data to assure accuracy; coordinate activities for annual audit for the District to assure consistency with Generally Accepted Accounting Principles.
- Manage and maintain software systems in line with the finance department and functions.
- Work closely with the Director of Finance to reconcile bank statements monthly.
- Be a point of contact for Munis budget reports for schools and other district departments.
- Work closely with Human Resources and Payroll in regards to leaves, breach of contract compliance, contract days, salary determinations, dock pay, etc.
- Complete budget amendments as directed by the Director of Finance.
- Communicate effectively with new employees on pay.
- Manage Opening Day activities.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Principles and practices of accounting including auditing, budgeting and computerized accounting reports.
- Generally Accepted Accounting Principles applicable to educational accounting.
- Communicate effectively both orally and in writing.
- Knowledge of Munis accounting software.
- Knowledge of school finance practices and procedures.
- Confidentiality in all aspects including employee information.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Meet schedules and time lines.
- Plan and organize work independently.
- Establish and maintain cooperative and effective working relationships with others.

- Maintain records, prepare reports and prepare clear and concise financial and accounting analysis reports.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: four year college degree and at least three years of proven school finance and/or human resources experience.

IMPORTANT NOTES

Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.