

Finance Officer and Food Service Director

QUALIFICATIONS: A degree in accounting, business administration or public administration and three years of professional experience in a business office with at least two years of experience in a supervisory capacity. Years of experience in a business office setting above three (3) years with supervisory experience will offset a degree on a year-by-year basis. Kentucky School Financial Management Institute certificate preferred.

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.

REPORTS TO: Superintendent

SUPERVISES: Business Office Personnel, Staff members designated by the Superintendent

JOB GOAL:

- Plan, organize, coordinate and control financial and statistical record-keeping activities to provide maximum educational services from the available financial resources.
- To supervise leadership and develop a nutritional school lunch program within the guidelines established by federal, state and local school authorities.

PERFORMANCE RESPONSIBILITIES:

1. Plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex activities with substantial direct financial impact.
2. Coordinate activities with other District departments; participate in management meetings to discuss District-wide issues.
3. Meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
4. Assure internal controls are established, maintained and documented in compliance with organizational directives.
5. Participate in internal and external organizations, boards and committees as requested and authorized by appropriate management directives and specific authorities.
6. Oversee the maintenance of District-wide financial records and programs.
7. Oversee the preparation of various financial statements and their dissemination.
8. Prepare financial analysis of revenues and expenditures and compare to other school Districts in and out of state as assigned.
9. Coordinate the on-going budget operations including planning, compiling, analyzing, preparing and monitoring the General and Federal Fund budget process.
10. Review, analyze and evaluate budgetary process, assuring compliance with generally accepted budgeting principles, standards and procedures.
11. Review the cost effectiveness of existing programs and the costing of new programs prior to Board approval.
12. Coordinate staff training.

13. Oversees a district-wide food service program; analyzes effectiveness, assures compliance with district, state and federal laws, regulations and safety and sanitation procedures.
14. Oversees the preparation of the food service program operating budget; analyzes financial and operating statements, approves all invoices and payroll for payment.
15. Prepares a variety of food service records and reports; financial statements, operating reports, inventory and cost control records.
16. Evaluated Food Service Program Assistant. Meet with FSPA weekly to evaluate the effectiveness of the overall food service program.
17. Perform related duties as assigned.
18. Other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: 260 days. Salary to be established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Boards policy on evaluation of classified personnel.

Revised December 2024