

Finance Director-General Duties and Responsibilities of the Finance Director include but are not limited to:

- Cash, investment and financial management of the school district.
- Processing or supervision of payroll and accounts payable/receivables.
- Assist superintendent in budgeting.
- Submission of monthly and annual reports to school board and KDE.
- 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.
- 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, analyzing, preparing and monitoring the General and Federal Fund budget process.
- Review, analyze and evaluate budgetary process, assuring compliance with generally accepted budgeting principles, standards and procedures.
- Review the cost effectiveness of existing programs and the costing of new programs prior to Board approval.
- Coordinate staff training.
- Attend monthly Board Meetings.
- Serve as the treasurer for the Newport Education Foundation.

