

**WOODFORD COUNTY BOARD OF EDUCATION
AGENDA ITEM**

ITEM #: **DATE:**

TOPIC/TITLE: Update Job Description and Title

PRESENTER: Josh Rayburn

ORIGIN:

- ☐ TOPIC PRESENTED FOR INFORMATION ONLY (No board action required.)
- ☒ ACTION REQUESTED AT THIS MEETING
- ☐ ITEM IS ON THE CONSENT AGENDA FOR APPROVAL
- ☐ ACTION REQUESTED AT FUTURE MEETING: (DATE)
- ☐ BOARD REVIEW REQUIRED BY

- ☐ STATE OR FEDERAL LAW OR REGULATION
- ☐ BOARD OF EDUCATION POLICY
- ☐ OTHER:

PREVIOUS REVIEW, DISCUSSION OR ACTION:

- ☐ NO PREVIOUS BOARD REVIEW, DISCUSSION OR ACTION
- ☐ PREVIOUS REVIEW OR ACTION

- ☐ DATE:
- ☐ ACTION:

BACKGROUND INFORMATION:

The board approves all job descriptions and title changes

SUMMARY OF MAJOR ELEMENTS:

We are requesting the board to update the job description for the Director of Finance and Business and retitle the position to Director of Finance. This is to better serve our district and align the job description with the up-to-date trends of the position

IMPACT ON RESOURCES:

TIMETABLE FOR FURTHER REVIEW OR ACTION:

SUPERINTENDENT'S RECOMMENDATION: ☐ **Recommended** ☐ **Not Recommended**

**WOODFORD COUNTY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: Director of Finance

IMMEDIATE SUPERVISOR: Superintendent

JOB SUMMARY:

The Director of Finance and Business role involves the supervision and management of the financial affairs of the school district, encompassing budget development (including Draft, Tentative, and Working Budgets) and long-range financial planning. The Director is responsible for the integrity of all financial records, including fixed assets and the administrative oversight of the state accounting system, and must ensure compliance with all required federal, state, and local financial guidelines and tax liabilities. The position also oversees payroll, accounts payable/receivable, and employee benefits, while serving as the primary advisor to the Superintendent and Board on all financial matters, expenditures, and revenue projections.

QUALIFICATIONS:

- Bachelor's Degree from an accredited college in finance, business, education, or related area
- MBA and/or other advanced degrees, certificates, or licenses desirable
- Must be able to meet and maintain state requirements for school finance director certification
- Possess experience and knowledge of finance
- Bondable in an amount sufficient to protect assets of the Board, as determined annually by the Kentucky Department of Education
- Have no immoral or criminal history
- Pass health examination
- Have ability to work with diverse groups of people

DUTIES:

- Supervises the management of the financial affairs of the schools
- Assumes responsibility for budget development and long-range financial planning
- Assumes responsibility for the receipt and expenditure of school district funds

DUTIES (CONT.) :

- Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions
- Oversees training and monitors adherence to the Accounting Procedures for School Activity Funds and district level fund guidelines
- Prepares and presents financial information to the board as required and requested
- Supervises all accounting and payroll operations
- Supervises the collection, safekeeping, and distribution of all funds.
- Manages the district's real estate and insurance programs
- Supervises the district's supporting services, as related to business and finance in collaboration with principals, directors, assistant superintendents and others as appropriate
- Administers a budget control system for the district
- Acts as advisor to the Superintendent on all questions relating to the business and financial affairs of the district
- Prepares local and state reports as required
- Adheres to all federal, state and local guidelines, policies, and procedures
- Assists in recruiting, hiring, training, supervising, and evaluating all clerical, financial, and support staff personnel for finance
- Advises the superintendent and board on expenditures, tax matters, revenue, projections, and other financial matters
- Oversees and arranges for internal auditing of school accounts
- Works with outside agencies as necessary for auditing district accounts
- Interprets the financial concerns of the district to the community
- Performs such other tasks and assumes such other responsibilities as may be assigned by the Superintendent