

Assistant Director of Finance

Job Goal: Assist with the day-to-day operations of the Finance Department, serving as the primary backup to the District Finance Officer and ensuring the district maximizes its financial efficiency

Job Type: Classified

Job Class Code:

Position Type: Salary

Reports to: District Finance Officer

Supervises: District Bookkeeping Staff

Terms of Employment: Compensation will be based on 260 contract days on the board-approved FINA salary schedule. This requires an 8-hour workday

Minimum Qualifications:

1. Four-year degree in accounting, finance, or a related area, required.
2. Three to five years' experience in a managerial accounting position.
3. Experience preferred in non-profit or fund accounting including accounts payable, accounts receivable, payroll, and benefits administration.
4. Strong knowledge of accounting systems and internal control.
5. Experience with accounting software required.
6. Ability to communicate both in writing and verbally on the financial status of programs.
7. Certified School Finance Manager (CSFM) certification required, or actively working toward certification.

Performance Responsibilities:

1. Lead monthly and annual financial close; present results and reports to the District Finance Officer.
2. Prepare draft budgets and conduct financial analysis for District Finance Officer review.
3. Prepare and present Board enclosure financial materials.
4. Prepare monthly bank reconciliations.
5. Assist District Finance Officer with daily deposits.
6. Prepare reconciliations for other accounts and invoices.
7. Maintain and update the General Ledger chart of accounts.
8. Assist District Finance Officer with financial analysis and special projects.
9. Maintain banking contact for credit cards, point of sale, remote deposits, and other banking services.
10. Coordinate and manage financial audits (financial, workers' comp, IRS, etc.).
11. Maintain and update the Fixed Asset system for capital assets.
12. Perform internal audit duties as assigned by District Finance Officer.
13. Review Purchase Requisitions and Orders for appropriate coding, dates, and signatures.
14. Maintain and enforce district purchasing policy compliance; serve as the district's lead for Model Procurement and Bidding processes in accordance with state and local requirements.
15. Supervise the accurate and timely production of consolidated 1099s and related reporting.
16. Supervise the Accounts Payable process and staff.



17. Direct the preparation and filing of payroll tax returns and related payroll tax payments.
18. Supervise payroll clerks in the calculation of salaries from the budget and input of pertinent payroll information.
19. Assist with new/updated automations or software integration.
20. Work closely with School Accounting Coordinator to maintain compliance with district policies, governmental regulations, and administrative procedures.
21. Assist the District Finance Officer in preparing the Annual Financial Report.
22. Calculate certified salaries for PSD forms; file reports required to be submitted to the State Department of Education.
23. Deposit all federal and state withholding taxes within timelines specified by applicable agencies.
24. Reconcile all bank statements except General Fund, Payroll, and Health Insurance.
25. Maintain the computerized accounting system and generate accurate financial reports on a timely basis.
26. Responsible for creating, uploading, and maintaining all documentation required on the district's finance transparency website, including all state-mandated financial disclosures and reporting requirements.
27. Serve as the district's point of contact for all Open Records requests related to financial information, ensuring timely and compliant responses in accordance with Kentucky Open Records Act requirements.
28. Assist District Finance Officer with development of school annual needs assessment procedures.
29. Assist District Finance Officer in providing staffing and salary analysis as needed.
30. Serve as acting District Finance Officer in the absence of the Finance Officer.
31. Other duties as assigned by the District Finance Officer.

Adopted: October 2018

Revised: June 2022, June 2026