

Fayette County Public Schools, KY

JOB DESCRIPTION – Director of Finance

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description.

Director of Finance

Job Class Code: 7185	Position Type: Salaried
Job Type: Administrative - Classified	Pay Grade: Salary calculations are based on verified education and related experience levels Administrative additive level: 12
Reports To: Superintendent's Designee	Supervises: Assigned Staff
Work Calendar Name: 12 month salaried	Days in work calendar: 240

JOB SUMMARY

Plan, organize, and coordinate the accounts payable, accounts receivable, and tax collection units of the Department of Financial Services. Provide assistance, as needed, to the Associate Directors of Payroll and Benefits Services.

ESSENTIAL JOB FUNCTIONS

- Plan, organize and coordinate the accounts payable, accounts receivable and tax collection units of the Department of Financial Services
- Provide assistance, as needed, to the Associate Directors of Payroll and Benefits Services
- Coordinate financial activities with other District departments and schools
- Assure internal controls are established, maintained and documented
- Assist in the maintenance and preparation of District-wide financial records and programs
- Meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished
- Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- Performs other duties as assigned.
- Maintains regular attendance.

KNOWLEDGE AND ABILITIES



Fayette County Public Schools, KY

JOB DESCRIPTION – Director of Finance

KNOWLEDGE OF:

- Practices, policies and procedures relating to sound financial management, including, but not limited to: generally accepted accounting and auditing principles, standards and procedures
- Oral and written communication skills
- Research methods and report writing techniques
- Laws, rules and regulations related to financial management
- Computer applications and Enterprise ERP (aka MUNIS)
- Interpersonal skills using tact, patience and courtesy
- Personnel requirements of the District

ABILITY TO:

- Plan, organize and coordinate the accounts payable, accounts receivable and tax units of the Department of Financial Services
- Assist, as needed, the Associate Directors of Payroll and Benefits Services
- Prepare, communicate and deliver presentations both orally and in writing
- Coordinate and monitor the financial systems of the District
- Interpret and explain financial reports, statutory and regulatory requirements, and all Board financial policies
- Perform professional and technical statistical function
- Maintain current knowledge of technological advances in the field
- Use financial computer programs efficiently
- Prioritize and schedule work
- Train, supervise and evaluate personnel

QUALIFICATIONS

Education and Experience:

- A bachelor's degree and one of the following: 12 hours of accounting class hours or four years professional experience in a business setting or at least two years' experience in school finance. Masters Degree in Accounting, Business Administration or a related field (preferred).

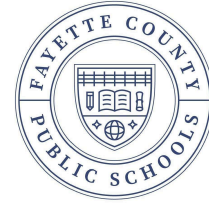
Licenses or Certifications:

- Certified School Financial Management Certification (preferred)

Special Requirements:

N/A

PHYSICAL DEMANDS



Fayette County Public Schools, KY

JOB DESCRIPTION – Director of Finance

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights.
- Requires attendance at all hours of day/night to oversee requirements of the division.

Job Description Creation Date:	06/2026
Revision Date:	

The Fayette County Board of Education is an Equal Opportunity Employer. The Superintendent shall adhere to a policy of equal employment opportunity in all personnel matters. No person shall be subjected to discrimination in regard to employment, retention, promotion, demotion, transfer or dismissal because of race, color, religion, sex (including sexual orientation or gender identity), genetic information, national or ethnic origin, political affiliation, age or disabling condition or limitations related to pregnancy, childbirth, or related medical conditions.