

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

DIRECTOR OF FINANCE

QUALIFICATIONS:

- (1) Bachelor's Degree with a minimum of twenty-four (24) credit hours in accounting.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of principles and practices of accounting. Ability to apply knowledge to work situations. Ability to gather data and make judgments. Ability to set priorities and prepare complete and accurate accounting reports. Ability to understand written and oral communications regarding expenditures of funds under applicable laws. Ability to use technology to keep complete records accurately. Ability to prepare technical reports. Ability to physically handle large computer printout binders. Ability to work with others.

REPORTS TO:

Executive Director of Financial Services

JOB GOAL

To maintain accounting records, oversee expenditure of funds, and prepare periodic financial reports as required.

SUPERVISES:

Accountant I and II
Accounts Payable Clerk I and II
Benefits/Payroll Supervisor
Payroll Clerk I and II
Purchasing Agent

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist the Executive Director of Financial Services in the preparation of the School District's annual budget.
- (2) Prepare the Annual Financial Report for submission to the Commissioner of Education and the District's School Superintendent. Prepare all closing entries and make the necessary adjustments to reconcile with the Annual Financial Report and Balance Sheet.
- * (3) Review Distributive Aid Report (Federal Cash Advances) each month and submit to the Comptroller's Office at the end of each year a final Reconciliation of Agency Cash Balance to agree with the Department of Education.
- * (4) Prepare and submit to DOE the annual financial status reports as required by DOE.
- * (5) Oversee all accounting for direct support organizations. (Flagler Education Foundation and Auditorium Governing Board.)
- * (6) Review monthly all federal programs and verify the funds are not out of balance with project expenditures.
- * (7) Assist Project Coordinators with all Federal and State projects.

DIRECTOR OF FINANCE (Continued)

- * (8) Assist RSVP Coordinator and file quarterly financial reports and funding requests for RSVP program.
- * (9) Assist Project Coordinators with all budget amendments for all federal and state programs.
- * (10) Assist the Executive Director of Financial Services in the preparation of general fund, debt service fund, and capital fund budget amendments.
- *(11) Supervise and review work performed by assigned department personnel.
- *(12) Bring forward new fiscal year balances to accommodate roll forward amounts. Approve all entries posted by the accountants. Analyze and balance each fund at the end of each month to reconcile with bank accounts, investment accounts, revenue and appropriations, encumbrances and budget changes.
- *(13) Oversee the reconciliation of all bank accounts and SBA investment accounts monthly.
- *(14) Calculate and journalize interest accrued to individual funds from the SBA investment accounts.
- *(15) Oversee the operation of the purchasing process.
- (16) Oversee the payroll processing function of the District
- *(17) Oversee preparation of financial agenda items for School Board meetings.
- (18) Assist staff in general with accounting problems.
- *(19) Maintain contact with paying agent/trustees and prepare journal entries and transfers as appropriate for reimbursement and principal/interest payments.
- (20) Assist the Executive Director of Financial Services as determined by the Executive Director of Financial Services.
- (21) Conduct miscellaneous research for the School Superintendent and / or Executive Director of Financial Services.
- (22) Prepare forecast reports and current financial data as needed.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.

TECHNOLOGY ACCESS: NEFEC, FINANCIAL, HR EMPLOYEE DEMOGRAPHICS (VIEW ONLY).

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 6