

FINANCE MANAGER

Business Services Department



Purpose:

The Finance Manager oversees the District's financial functions and ensures the timely, accurate and legally compliant execution of its accounting functions, including coordination of internal and external audits, exercising of internal accounting controls and the preparation of various financial reports and analyses.

Reports to: Administrator of Fiscal Services

Nature & Scope:

The Finance Manager works independently, performing varied and complex work of a regular and recurring nature under general supervision. The nature of the work requires adherence to statutes, regulations, policies, and procedures. The work requires regular independent judgment, dealing with non-routine situations, and coordinating activities of a vital District operation. The incumbent interfaces with District leadership, District employees, and outside professionals. The incumbent supervises several direct reports within the department.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Manages District accounting staff, including providing oversight, training, evaluation, technical expertise, guidance and other supervision to ensure compliance with established practices and legal requirements.
3. Maintains system of internal accounting controls, ensuring accuracy of financial transactions, timely payment of financial obligations and the proper collection and processing of revenue.
4. Directs the preparation of the District's comprehensive annual financial report (CAFR), including submitting all supporting paperwork, analyses and summary schedules in accordance with requirements established by outside auditors. Ensures distribution of CAFR and other financial data to relevant outside agencies.
5. Serves as liaison to outside auditors. As required, provides financial information and access to District records, explains District accounting systems and procedures, and reviews and responds to audit findings.
6. Coordinates annual review of student body funds and other internal audit reviews.
7. Writes analyses and reports on District financial matters. Initiates queries of computerized accounting systems to generate reports, spreadsheets, and other financial data.
8. Monitors District bank accounts, including reconciliation of accounts with District accounting records.
9. Oversees District bond disclosure compliance, including Electronic Municipal Market Access (EMMA) reporting.

10. Coordinates required financial reporting to the Oregon Department of Education.
11. Coordinates the work of the District Audit Committee, assisting the committee in ensuring the integrity and objectivity of the District's internal auditing functions.
12. Ensures compliance of District accounting practices with federal, state and District regulations, including the review and analysis of any changes in relevant statutes and regulations, development and implementation of any necessary systems changes, and accurate handling of any irregularities.
13. Ensures compliance of District accounting practices with standards set by the Governmental Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB), Oversees the implementation of new rules and any necessary retraining of District financial staff.
14. Assists District cost centers with accounting operations, and provides technical advice in the application of accounting procedures.
15. Provides back-up support to the Administrator for Fiscal Services, Treasury Specialist, and Budget and Financial Analysts as needed.
16. Represents the department on various District-level and state committees and participates in various statewide networking and peer groups.
17. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
18. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess a Bachelor's degree in accounting.
2. Must possess four years' accounting experience.
3. Must possess expert knowledge of computerized accounting and database systems including but not limited to Microsoft Excel.
4. Must possess knowledge of accounting practices and procedures.
5. Must possess comprehensive knowledge of modern office procedures and standard software platforms.
6. Must possess excellent written and oral communications skills.

Working Conditions:

The Finance Manager works primarily within an office environment. The work environment is often controlled and quiet, but will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, communicable diseases, and distraught or difficult individuals. The work requires regular focus on a computer screen and precise control of fingers and hand movements.

Work Year: 12-month

Bargaining Unit: Non-represented

FLSA Status: Exempt

Date Approved: November 26, 2018

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The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.