

**Executive Director of Finance  
New Hanover County Schools**

**Job Description**

**Class: Administrative**

**Division: Finance**

**TITLE: Executive Director of Finance**

**QUALIFICATIONS:**

1. Bachelor's degree in Accounting required. Certified Public Accountant preferred.
2. Extensive knowledge required in the following areas: Generally Accepted Accounting Principles, Governmental, Accounting Standards, state requirements, spreadsheet programs, and accounting software.
3. Five years of experience in auditing, governmental accounting, or related field, and at least two years of supervisory experience.

**REPORTS TO: Chief Financial Officer**

**JOB GOAL:** To oversee the district's accounting, accounts payable, cash management, financial reporting and payroll functions, and assist the Chief Financial Officer (CFO) in all aspects of overseeing the financial operations of the school system.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school finance issues.
2. Direct supervision of Payroll Supervisor, Accounts Payable Supervisor, Accounting Specialist II and Financial Analyst.
3. Assume all responsibilities and duties related to Finance Department leadership in the absence of the CFO. Assume responsibility for system financial reporting and analysis.
4. Conduct periodic review of general ledger accounts for accuracy.
5. Review and approve journal entries and budget transfers.
6. Assist with budget preparation and monitoring.
7. Monitor Accounting Process for Capital Outlay Projects.
8. Serve as primary liaison with auditors during external audits; responsible for coordination and preparation of audit work papers and narratives.

9. Prepare comprehensive Annual Financial Report for the system.
10. Oversee internal controls in accounting system and coordinate with internal auditor to ensure system controls are properly followed.
11. Conduct budget and finance training for schools and departments.
12. Perform additional duties as assigned by the Chief Financial Officer.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Exempt

**Starting Salary and/or Grade:** Central Office Administrator VI

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

**Knowledge, Skills and Abilities:**

- Knowledge and understanding of rules and regulations as they apply to school finance.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs and Google Suite.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, or meet specific standards.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.