

**POSITION TITLE:** Director of Finance

**QUALIFICATIONS:** Bachelor's degree in accounting, finance, business administration or public administration and a minimum of five years manager level experience in fiscal functions of a complex educational institution, preferably K-12 level required. Comprehensive knowledge of generally accepted accounting principles, practices and procedures; considerable knowledge of governmental accounting methods, budgetary practices, financial management, general administrative and supervisory practices, and automated systems applications. Excellent interpersonal, communications, and organizational skills are essential. Must be able to work in a cooperative and collaborative manner with all employees, school administration, business and community representatives. Proficient in the use of Microsoft Word, Excel, PowerPoint and strong skills in using the Internet and Intranet is essential. Certified Public Accountant designation preferred.

**PERFORMANCE EXPECTATIONS:** Directs all accounting, financial management, and financial reporting functions of the school division. Ensures that fiscal procedures are in compliance with appropriate local, state, and federal statutes and regulations. Directs preparation of special fiscal and statistical reports. Works closely with the internal information systems staff and related managers who are responsible for automated systems. Reviews and recommends changes as needed for accounting and reporting policies and facilitates strategic planning activities for the department. Advises appropriate personnel on fiscal matters or related management items. Works with the public to diplomatically resolve complaints regarding school financial matters. Establishes broad guidelines that serve as standards of performance to ensure accountability for the sections within the Finance Department. Maintains regular contact with other government officials to keep abreast of statewide fiscal information. Provides professional advice and assistance to difficult problems encountered by section supervisors. Evaluates the appropriate departmental staff in keeping with the needs of the department and requirements of the school division. Works in collaboration with Human Resources Department and the Budget Office to support the payroll and position control efforts. Performs other duties as assigned.

**GENERAL DEFINITION AND CONDITIONS OF WORK:** Performs professional work directing the Department of Finance. Work requires frequent standing, sitting, walking, light lifting up to 10 pounds, vocal communication for expressing or exchanging ideas, hearing to perceive information at a normal spoken word level and visual acuity for preparing and analyzing data in multiple formats.

**REPORTS TO:** Chief Financial Officer

**PAY SCHEDULE:** Unified Pay Schedule, Pay Grade 133

**LENGTH OF CONTRACT:** 260 Days (12 months)

**FLSA:** Exempt