

**FINANCE OFFICER
Duties & Responsibilities**

Finance Duties:

- Collect, review, classify type of revenue, and deposit all monies (cash and/or checks) in proper depository for the Bath County Board of Education (BCBE) and withdraw such funds upon proper order of the Board
- Maintain a full and complete account of all funds and file reports of fund transactions as required by the Board. This would include 20+ project reports filed with KDE quarterly as well as upon request outside the quarterly reporting, draft budget preparation, tentative budget preparation and filing with KDE, working budget preparation and filing with KDE; quarterly reporting for Edujobs to KDE;
- Execute an official bond for the faithful performance of the duties of the Treasurer
- Maintain and operate accounting system for all Board funds
- Responsible for the issuance of checks of all claims which have been authorized for payment in accordance with rules and regulations of the Board
- Prepare monthly financial reports for the Board including Financial Statement, Project budget reports, Paid Warrant of Claims
- Prepare Annual Financial Statement for Board approval; submit to Frankfort; prepare for publication for the review of public
- Work with all project coordinators on budgets and process monthly reports for their review
- Process draft, tentative, and working budgets as required by KRS laws as directed by superintendent for Board approval
- Work with independent/state auditors for review of financial data for district this includes timely preparation for the onsite visit of all information requested and then detailed work with auditors during the days they are onsite.
- Assure internal controls are established, maintained and documented in compliance with organizational directives
- Prepare and generate a variety of financial and statistical data; verify availability of funds; enter, compile, and tabulate data for inclusion in reports; review and balance accounts and post to various records and reports
- Prepare and process all journal entries to the MUNIS system
- Interact with vendors and district personnel to research discrepancies, correct errors, resolve problems, and assist with preparation and maintenance of records and reports
- Provide information regarding accounting policies, procedures, and practices to district employees, vendors, and others; interpret, apply, and explain district policies and regulations as needed
- Process accounts payable checks
- Process various reports for monthly board meeting reviews as requested outside the normal reports

- Process and transmit the quarterly grants on Consolidated Plan Report
- Process the requests for reimbursements for federal grants to obtain funding from the state on monthly basis
- Review and balance monthly bank statements for payroll and general fund to MUNIS monthly reconciliation
- Supervise all MUNIS entry information by district employees; assist in resolving any problems with MUNIS data
- Assist schools in financial inquiries as necessary
- Assist schools with questions on Redbook procedures and application of procedures
- Work with the bank of depository for all areas in District such as deposit discrepancies, questions on check scanning equipment, training of employees on bank procedures, coordinate the check scanning and cash deposit processing.
- Provide individual schools with SBDM allocations tentative on March 1 and finals on May 1 upon Board approval of staffing allocations
- Provide MUNIS training for district staff as needed
- Coordinate activities with other District departments; participate in management meetings to discuss District-wide issues.
- Participate in internal and external organizations, boards and committees as requested and authorized by appropriate management directives and specific authorities.
- Oversee the maintenance of District-wide financial records and programs
- Perform related duties as assigned

Payroll Duties:

- Ensure compliance with all federal, state, and local withholdings and reporting statutes
- Ensure compliance with federal and state remittance regulations
- Process district payroll on semi-monthly basis (twice monthly)
- Collect, review, and process employee data for payroll processing (federal, state, retirement, health insurances, annuities, direct deposit, garnishments, IRS levies, miscellaneous deductions, etc.)
- Process payroll checks on semi-monthly basis (twice monthly)
- Create and maintain all payroll records in the MUNIS system
- Verify all substitute (certified and classified) timesheets twice a month from MUNIS Time and Attendance Entry.
- Manually enter stipend payments for full time personnel once a month on 30th payroll
- Ensure direct deposit transmissions for proper release dates in timely manner
- Remit semi-monthly federal, social security, and Medicare withholdings in compliance with federal regulations to the IRS
- Remit semi-monthly state tax withholdings to Kentucky Revenue Cabinet in compliance with state regulations
- Remit Kentucky Teachers Retirement withholdings after each payroll processing as required by KRS regulations electronically through KTRS Pathways system implemented July 1, 2013.

- Process monthly remittance for County Employees Retirement System through the KRS START processing through online uploading of information and echeck payment through the electronic START program implemented October 1, 2012.
- Process monthly health insurance remittance for federal employer matching remittance
- Process and remit quarterly payroll reports: Federal 941, State Unemployment, and County Tax Remittance
- Collect data, review data, and process data for annual reports to Frankfort (Kentucky Teachers Retirement Report, County Employees Retirement (CERS) Report, Start of Year Report for CERS, PSD Report, CSD Report.
- Maintain the salary information for employees (rank, years of experiences, etc.)
- Ensure proper accounting and balancing of all information for annual processing of W-2 and 1099; properly remit to the federal and state governments
- Process KTRS and CERS retirement applications for employees in the district
- Maintain sick and personal leave information on the MUNIS system through MUNIS Time and Attendance processing on semi-monthly basis
- Process and transmit all electronic reports for payroll to Frankfort
- Process child support and garnishment withholding from employees payroll and submit to proper agency on semi-monthly basis
- Implement, manage, and maintain the eStub electronic check notification for employees
- Monitor changes in payroll-related data; prepare changes, corrections or adjustments as necessary; notify proper authorities
- Compute sick leave allowances and payroll distribution; communicate with District and site personnel regarding time reports, warrants, insurance coverage and leave time.
- Respond to questions or complaints from employees regarding interpretation of laws, rules, regulations, contracts and other documents governing District payroll, assist employees in completing necessary payroll documentation forms.
- Maintain records of individual earnings, deductions and related data; process retirements and terminations as appropriate; verify documents for proper account codes, pay rates and related data.
- Maintain employee attendance records; verify and input individual sick leave and vacation allowances and usage; distribute related lists and notices as needed.
- Sort and distribute paychecks and warrants according to established procedures and guidelines.
- Prepare and maintain files of records and documents relating to work performed; prepare special reports.
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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Practices, policies and procedures relating to sound financial management, including, but not limited to: budget preparation and control,

generally accepted budgeting 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 MUNIS
- Interpersonal skills using tact, patience and courtesy.
- Personnel requirements of the District.

ABILITY TO:

- Plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex activities.
- Prepare, communicate and deliver presentations both orally and in writing.
- Coordinate and monitor the financial system of the District.
- Interpret and explain financial reports, statutory and regulatory requirements, and all Board financial policies.
- Perform professional and technical budgetary, statistical and accounting functions.
- Maintain current knowledge of technological advances in the field.
- Prioritize and schedule work.
- Train, supervise and evaluate personnel.
- Use financial computers programs efficiently.

LICENSES AND OTHER REQUIREMENTS:

Forty-two (42) hours of continuing education classes every two years that have been approved by the Kentucky Department of Education