

District Finance Officer

Position Summary and Goal

To administer the daily operations of the Finance Department, enabling the Ashland Independent School district to maximize its financial efficiency.

Reports to

Superintendent

Contracted Days

240

Education and Experience

Bachelor's Degree from any accredited postsecondary institution; and

- 12 hours of accounting coursework, or
- 4 years of employment in accounting or finance, or
- 2 years of employment in finance in a school district

Strong knowledge of accounting systems, internal control, budgeting procedures and accounting software.

Effective written and oral communication skills.

Exceptional math, logic, reasoning and research skills

Performance Responsibilities

- Supervise the financial management of the district and its schools, including but not limited to all accounting, budgeting, payroll, and other fiscal control operations, and act as the primary advisor of all fiscal operations within the district.
- Supervise the collection, safekeeping and distributions of all funds and provide general oversight to the district's purchasing capacity.
- Reconcile all bank accounts maintained by the Board for general fund purposes.
- Maintain general and revenue ledgers in accordance with state requirements.
- Assist the Superintendent and Board of Education in the projection of revenues and expenditures, preparation of prospectus for bond sales, management of investment portfolio, etc.
- Prepare a Draft, Tentative and Working Budget within appropriate timelines as designated by the Kentucky Department of Education.
- Prepare monthly financial reports as required by the Board and the Kentucky Department of Education.
- Prepare the annual financial report for the Board and the Kentucky Department of Education and ensure the publishing requirements are met.
- Prepare revenue options upon receipt of a certified assessment and permissible tax rates from the Kentucky Department of Education.
- Maintain a continuous internal auditing program for all funds, and ensure compliance with district policies, governmental regulations, and administrative procedures.
- Work cooperatively as a liaison with external auditors in the auditing of all financial and program records at the district and school levels, including the execution of audits of internal school accounts.
- Serve as Treasurer of the Ashland Independent School's Board of Education.

Licenses and Other Requirements:

Forty-two (42) hours of continuing education classes every two years, as approved by the Kentucky Department of Education, with at least 12 hours per year.

Reviewed and Agreed By: _____ Date: _____

Reviewed and Agreed By _____ Date: _____

SUPERINTENDENT

Adopted: 9/13/2016