

27J SCHOOLS EXEMPT JOB DESCRIPTION

Job Title: Finance Director
Date Prepared or Last Modified: November 10, 2017, Reviewed December 2020
Work Year: 12 Months
Department: Finance
Reports To: Chief Financial Officer

SUMMARY: Responsible for providing leadership and coordination of the District’s accounting functions while ensuring the District’s assets are properly managed and accounted for. Utilizes the District’s financial and accounting procedures, policies and processes to manage the recording and reporting of financial transactions and comply with the internal control framework and generally accepted accounting principles.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A	20%	Directs the preparation of the Comprehensive Annual Financial Report in accordance with state, GASB and GFOA requirements. Transmit the data to Colorado Department of Education.
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D	20%	Manage and monitor accounting functions on a day-to-day basis including accounts receivable, accounts payable, inter-fund transactions, treasury management, and general ledger accounting. Supervise staff of approximately three to four employees, perform personnel evaluations, employee training and development and other supervisory functions.
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A	15%	Responsible for management and coordination of the annual financial audit process performed by our independent CPA firm.
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D/M	15%	Manage, monitor and coordinate a timely, accurate and efficient accounting close on a monthly basis. Ensure that all financial reporting is reliable and that financial statements are prepared in accordance with established accounting policies and procedures and are completed accurately and timely. Identify, adopt and implement best business practices to improve efficiency and effectiveness using the internal control framework.
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M	10%	Review and approve monthly account and bank reconciliations prepared by staff. Review, analyze and interpret financial data and prepare detailed spreadsheets and analyses.
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M	4%	Coordinate with the Budget Director on the preparation of all variance analysis, reporting and projection of balances of the month end reports submitted to management. Prepare and analyze monthly collection metric reporting for distribution to district leadership.
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D	5%	Respond to inquiries related to account information, reporting needs and financial questions.
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D	5%	Serves as main point of contact for ALIO system support and training of district personnel.
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M	5%	Develop comprehensive work plans and calendars for the team's accounting and compliance work and ensure all deadlines are met timely and accurately for monthly accounting close and year end reporting.
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M	1 %	Perform other duties as assigned.
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To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING Bachelor’s degree or above in Accounting or related business degree or equivalent advanced training and/or experience.

EXPERIENCE Over three years’ experience in accounting, preferably in a governmental or school district environment.

SKILLS, KNOWLEDGE, & EQUIPMENT Strong technical knowledge of accounting standards and financial statement reporting, Expert competence with spreadsheet, database and accounting software and knowledge of computers are essential, Excellent organizational skills in a complex environment, Effective written and oral communication skills. Strong Excel skills required at the time of hire. General Ledger software (CIMS) preferred at the time of hire but not required.

CERTIFICATES, LICENSES, & REGISTRATIONS CPA preferred but not required.

SUPERVISION/TECHNICAL RESPONSIBILITY This job has spends up to 50% of the time supervising up to 4 individuals. This includes, but is not limited to, hiring, training, directing work, evaluating, and terminating staff. Will also train staff on ALIO use and generally accepted accounting principles.

JUDGMENT AND DECISION MAKING Work is assigned by CFO based on content of assignment in accordance with job description. This position works collaboratively with school principals, outside accounting firm, senior management and charter school financial representatives. Supervisor is involved only in major decisions.

DIVERSITY OF DUTIES This position crosses over to other areas in the building on a daily basis.

SAFETY TO SELF AND OTHERS Low exposure to self to repetitive motion injuries due to data entry and bruises and cuts due to typical office accidents.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required sit and to talk and/or hear; The employee is occasionally required to stand, walk, and reach with hands and arms.

WORK ENVIRONMENT While performing the duties of this job, the noise level in the work environment is usually quiet.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, evaluate and use interpersonal skills. They are frequently required to compile and negotiate.