

27J SCHOOLS EXEMPT JOB DESCRIPTION

Job Title: Finance Project Manager
Date Prepared or Last Modified: December 14, 2020
Work Year: 12 Months
Department: Finance
Reports To: Chief Financial Officer

SUMMARY: Manage the coordination, research, communication and implementation of the District’s financial policies, procedures and internal control framework to ensure compliance Manage position control, financial transparency, district Bond work, and insurance claims. Provide assistance with preparation of the CAFR and responsible for development of Financial Reporting. Oversee and supervise the Accountant III (Bond) position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

D/M	5%	Responsible for the continued development of the District’s internal control framework as required by Uniform Guidance and the audit review process. Monitor and evaluate the implementation and compliance of the internal control framework.
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M/A	5%	Responsible for overseeing legal financial transparency requirements including BrightByte (CDE) requirements. Perform annual review and evaluation of Fiscal Management policies.
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D/W	20%	Develop and manage position control system for all district positions and ensure proper account coding with payroll staff. Ensure allocation are being met district wide, and create reports when needed.
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M/A	10%	Manage the development of Financial Reporting, both internal and external, and it pertains to presenting financial data to our customers; schools, departments, community, Board of Education, etc. Coordinate and collaborate with CFO, Finance Director and Budget Director for concepts and objectives.
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M/A	10%	Oversee development, implementation and oversight of student fee processes. Coordinate work flow between student achievement, finance and technology departments.
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A	10%	Manage and conduct annual physical inventories at all District facilities and buildings. Prepare year-end fixed asset reports for auditors and inclusion in the CAFR.
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A	15%	Assist the Finance Director with compilation and preparation of the CAFR.
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M	3%	Responsible for maintaining financial transparency for the District website and continuing disclosure requirements.
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D/M	8%	Manage finance related projects to achieve objectives for cost savings and efficiencies related to processes, procedures and compliance of financial data and records.
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D	10%	Provide leadership to the Accountant III (Bond) and capital construction financial support to include reconciliations, bond debt service, investment and interest analysis and participation for Bond Oversight Committee meetings. Responsible for hiring, training, and evaluation of Accountant III (Bond).
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D/W	3%	Act as District liaison with Adams County BOCES to ensure proper reporting of property and liability insurance issues. Monitor progress of claim, including restitution from courts. Coordinate, monitor, and maintain compliance regarding district insurance policy requirements and rental property agreements.
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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.