

1900 Polk Street  
Stevens Point, WI 54481

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## **POSITION DESCRIPTION**

### **Finance Manager**

#### **ORGANIZATIONAL RELATIONSHIP**

Report and account to the Director of Business Services. Supervises, coordinates work assignments and evaluates all personnel within the Accounting Department.

#### **PRIMARY FUNCTION**

Support, develop and maintain exemplary programs of fiscal control, accounting operations and budget operations as directed by the Director of Business Services. Supervises, coordinates work assignments and evaluates all personnel within the Accounting Department.

#### **PERFORMANCE RESPONSIBILITIES**

##### **Responsibility for Financial and Accounting Operations**

- Maintain proper accounting controls and development of proper forms to insure proper receipt and expenditure of school district funds.
- Maintain and update monthly and yearly cash flow records and statements.
- Assist in the placement of investments and the maintenance of investment records.
- Assist in preparation of legal papers required for short term borrowing.
- Coordinate and maintain computer operations for accounting and budget.
- Assist with maintenance of school district bond accounts.
- Prepare monthly and fiscal year balance sheets.
- Prepare monthly bank reconciliation statements.
- Maintain up-to-date records concerning daily cash receipts and expenditures for all district office bank accounts.
- Prepare state and federal reports as assigned including Fall and Annual Reports to the Department of Public Instruction.
- Examine school district purchase orders for proper account coding and insure account balances to cover purchase.
- Prepare tax levy certification to municipalities.
- Review monthly school district vendor statements to ensure timely and accurate payment of bills.
- Coordinate district audits and all annual state financial reports.
- Assist with costing projections related to the collective bargaining process.
- Reconcile all accounts as needed for the audit.
- Prepare and file membership reports with the Department of Public Instruction.
- Oversee the accounting of all special trust and other funds.
- Assist other personnel when time permits.

**Responsibility for District Budget Operations**

- Coordinate the development of the district budget with the school district administrative staff.
- Prepare budget workbooks to be used by staff in preparing the district budget.
- Work with school administrators and the Director of Business Services to ensure that all budget documents are prepared in accordance with sound budgeting procedures and all guidelines prescribed by the Department of Public Instruction.
- Assist in preparation of annual school district budget.
- Develop and maintain required data processing files relating to the school district budgets.

**Other Responsibilities**

- Assist the Director of Business Services by making financial studies of select district program costs.
- Attend Board and Committee meetings as directed by the Director of Business Services.
- Oversee all bank accounts, managing daily balances and use of credit line and investment accounts.
- Regular and reliable attendance is required.
- Assume such other duties and responsibilities as may be assigned by the Director of Business Services.

This description is designed to assist in evaluating various classes of responsibilities, skills and working conditions. It illustrates tasks and levels of work difficulty required of positions given this classification. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

**QUALIFICATIONS****Education and Experience**

- Possession of a bachelor's degree in accounting with a Certified Public Accountant (CPA) license or a Wisconsin Department of Public Instruction School Business Administrator (5008) license is required.
- Prefer 3-5 years of field experience in financial management or audit setting.
- Prefer demonstrated supervisory experience.

**Skills, Knowledge and Abilities**

- Possess effective communication, work and public relations skills to work well with the public and staff.
- Demonstrated skills in organizing ideas and presenting them with clarity and conciseness.
- Demonstrated sound judgment, social competency, adaptability, self-confidence, emotional maturity, initiative, enthusiasm, and resourcefulness as well as dedication to duty.

## **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves sitting most of the time, but may involve walking or standing for brief periods.

Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

REVISED: 7/13/94, 8/11/05, 7/11/08, 7/31/08, 10/2019

The Stevens Point Area Public School District is committed to providing equal educational and employment opportunities. The District does not discriminate on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity or expression, age, or physical, mental, emotional or learning disability, or any other reason prohibited by state or federal law, in any of its programs or activities, including employment. The District specifically does not discriminate on the basis of sex in any education program or activity that it operates, as required by Title IX and its regulations. The following individuals have been designated as the District's Compliance Officers and Title IX Coordinators: For students - Jennie McMahon, 715-345-5455. For Employees – Beth Bakunowicz, 715-345-5512. For additional information on the District's nondiscrimination policies and complaint procedures, see School Board Policies 2260 (Nondiscrimination and Access to Equal Educational Opportunity), 2266 (Nondiscrimination on the Basis of Sex in Education Programs or Activities), and 3122 (Nondiscrimination and Equal Employment Opportunity).