



Richmond County Schools

Dr. Joe Ferrell, Superintendent
118 Vance Street, Hamlet, North Carolina 28345
Phone: 910-582-5860

POSITION:

ASSISTANT FINANCE OFFICER

REPORTS TO:

Executive Director of Finance

JOB DESCRIPTION:

The Assistant Director of Finance supports the fiscal operations of the school district to ensure efficient use of financial resources and compliance with all regulatory requirements. This position assists in planning, managing, and evaluating financial procedures, internal controls, and reporting systems in alignment with district goals and the Director of Finance's objectives. The role also supports budget preparation, general ledger maintenance, and supervision of financial personnel.

QUALIFICATIONS:

- High school diploma or equivalent
- Bachelor's degree in accounting/finance/business administration preferred and/or three or more years of progressively responsible related experience in governmental accounting (or Master's degree in related area)
- NCASBO Certified School Business Director preferred
- Strong knowledge of accounting information systems required

ESSENTIAL JOB FUNCTIONS:

- Assists in the administration of business affairs of the district in such a way as to provide the best possible educational services with the financial resources available

- Provides direction and expertise for developing and implementing appropriate controls and practices to ensure fiscal compliance with all applicable federal, state, and local oversight agencies
- Ensures the office's programs are implemented in a manner consistent with the district goals and the Director of Finance's goals and objectives
- Guides development, implementation, and evaluation of the cash management procedures for the district, including management of grant funding
- Assumes responsibility for the daily maintenance of the district's general ledger, including adjusting journal entries, budget adjustments, chart of account maintenance, and reconciliation of general ledger accounts to ensure that accurate account balances are reflected
- Conducts a monthly review of budget vs. actual expenditures to maximize benefits from the prudent expense of every dollar
- Assists the Director of Finance in preparing and implementing the school budget
- Maintains a continuous internal control program for all funds
- Assists in fiscal year end close out procedures as well as coordinating with the district's audit firm for annual audit engagements
- Assists in recruiting, hiring, training, supervising, and evaluating all financial personnel
- Manages monthly procurement card (credit card) statement reconciliation and ensures proper backup information is submitted from schools and departments; manages all purchasing card limits
- Completes monthly, quarterly and annual financial reports.
- Prepares and distributes 1099 forms; sends 1099 summary report for annual IRS reporting; prepares monthly sales tax and use tax reports
- Performs other duties and responsibilities as assigned by supervisor

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force

frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

Employment will require extensive background check.