

DIRECTOR OF FINANCE

AD32

QUALIFICATIONS:

Bachelor's Degree in accounting.

Two years accounting experience preferably with a governmental entity (preferably a school district or municipality).

CPA certification preferable.

Demonstrated competence in the use of terminal, PC, or other keyboard devices.

Certification of good health.

REPORTS TO: Superintendent of Schools

ESSENTIAL FUNCTIONS:

- Maintain accounting records on the district's various funds to include:
 - General Fund
 - Capital Reserve Fund
 - Insurance Reserve Fund
 - Debt Service Fund
 - Federal Funds
 - Enterprise Funds
 - Building Fund
 - Trust/Agency Funds
- Reconcile bond payments.
- Approve purchase orders up to an amount that may be stipulated by the Superintendent of Schools.
- Assign, review or check work products of other staff that may be assigned to the accounting or bookkeeping department of the school district to ensure conformance to accounting standards and principles and other related functions.
- Evaluate those personnel as may be assigned by the Superintendent of Schools.
- Coordinate office schedules and routines related to the efficient operation of the District Office.
- Assist the Superintendent in the development of the budget.
- Maintain a property inventory and fixed asset accounting system.
- Conduct bidding and purchasing procedures as specified in board policy.
- Coordinate the district's insurance program and make recommendations to the

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Superintendent when revisions may be required.

- Serve as representative of the district on various insurance pools or consortiums.
- Manage the district's investments and cash flow needs.
- Insure the preparation of financial statements, income statements, and cost reports to reflect financial condition of the district.
- Insure the preparation and payment of all payrolls and benefits in the district.
- Insure the completion of all retirement, federal, state and other required reports.
- Insure an efficient flow of financial reports to the Board, Superintendent, Principals and Supervisors as may be required.
- Attend regular and special meetings of the Board of Education as may be required.
- Assume such other duties as may be assigned by the Superintendent of Schools.

TERMS OF EMPLOYMENT: Work year and salary to be established by the Board of Education.

EVALUATION: As specified in Board Policy related to classified personnel.

Adopted: March 1993
Revised: June 1998