

# NATIONAL SCHOOL DISTRICT

## Job Description

### **JOB TITLE: DIRECTOR OF FINANCE**

**Job Purpose Statement/s:** Coordinates and directs financial management functions at the District, including purchasing and warehousing, accounting, budget, payroll, and student attendance; develops and administers the District budget; and provides analysis of complex fiscal issues.

**Directly responsible to: Assistant Superintendent, Business Services**

### **Personnel directly responsible to the Director of Finance:**

- Purchasing Supervisor
- Financial Accountant
- Accounting Technicians
- Payroll/Benefits Specialists
- Other staff as needed

### **EDUCATION AND EXPERIENCE:**

Bachelor's Degree in Business, Accounting, Finance, or related field, and/or a minimum of three years of experience working in progressively responsible management/supervisory positions in a governmental or public school setting.

### **ASSIGNED RESPONSIBILITIES:**

- Organizes and directs specific functions of accounts payable, accounts receivable, payroll/benefits, general accounting, student attendance, purchasing and warehousing, specially funded programs, and financial reporting.
- Supervises, evaluates, and trains assigned personnel.
- Designs, implements and operates program budgeting, cost accounting and cost effectiveness programs.
- Develops and maintains systems for budget and expenditure control.
- Directs and coordinates Attendance Accounting procedures.
- Provides technical information and assistance related to financial activities and procedures to District Administrators and other staff.
- Serves as District and departmental representative at various meetings, seminars, workshops and conferences.
- Maintains and updates data processing programs as they relate to financial planning and budgeting.
- Coordinates the preparation of district budget proposals and implements fiscal adjustments for interim reporting.
- Directs the Business Office in the absence of the Assistant Superintendent, of Business Services.
- Remains current on federal and state laws and regulations relating to district financial operations.
- Interprets local, State and Federal regulations to staff members and/or other district personnel.
- Performs other duties as assigned.