

## **Finance Director**

### **Qualifications:**

1. Hold a baccalaureate degree from an accredited four-year college or university
  - a. with a concentration in a business-related curriculum (accounting, finance, business administration, etc) including at least 9 semester hours in accounting or
  - b. hold a baccalaureate degree in a concentration other than a business-related curriculum but have at least 24 semester hours of business-related courses, with at least 18 hours in the following courses (or course equivalent):
    - i. Principles of Accounting I (3 semester hours)
    - ii. Principles of Accounting II (3 semester hours)
    - iii. Intermediate Accounting (3 semester hours)
    - iv. Cost Accounting (3 semester hours)
    - v. Governmental Accounting (3 semester hours)
    - vi. Financial Management (3 semester hours)
    - vii. General Management (3 semester hours)
    - viii. Business (or Organizational) Communications (3 semester hours)
2. Knowledge of generally accepted accounting principles and procedures and their application to basic accounting transactions.
3. Extensive working knowledge of general office software including spreadsheets, word processing, flowcharts, and databases.
4. Knowledge of the State Department of Education accounting manual and McAleer/NextGen accounting system preferred.
5. Ability to read, analyze, and interpret data and demonstrate excellent communication skills with the ability to effectively present information to management and public as requested.
6. Other qualifications as the Board may find appropriate.

**Reports to:** Chief School Financial Officer

### **Performance Responsibilities and Expectations**

1. Assist the CSFO in all areas of the financial operations of the board of education; assuming responsibility, as required, in the absence of the CSFO.
2. Assist Federal Program Coordinators with program applications and budgets.
3. Monitor Federal Program expenditures and submit monthly requests for federal funds.
4. Ability to adapt to a continually evolving environment to achieve objectives and meet deadlines.
5. Responsible for the establishment of account codes, chart of accounts, budgetary and financial reporting.
6. Responsible for coordinating all aspects of the system budget preparation and maintenance of budget controls.
7. Administer and supervise all receipts and disbursements in conformity with policy and administrative procedures.

8. Administer and supervise the accountability of all fixed assets and inventories.
9. Prepare all journal entries as required for proper financial reporting purposes and ensure that all transactions are accurately entered for annual preparation of financial statements.
10. Responsible for the reconciliation of various Central Office bank accounts.
11. Responsible for preparation and filing of quarterly Alabama Medicaid Administrative expenditure certification forms.
12. Responsible for such State Department of Education reporting requirements as the Indirect Cost Application, Budgetary Reports, Financial Reports and any additional supplemental schedules.
13. Oversee and/or retain proper files of records to justify, interpret and support all financial transactions for auditing, accounts payable, local schools, and other purposes.
14. Ensure that comprehensive records are kept of all receipts and expenditures in conformity with the laws and policies of the State Board of Education, Department of Public Examiners, the Federal Government and the Board.
15. Provide supervision over other Business and Finance departments to provide oversight and responsibility for all general accounting functions.
16. Responsible for the oversight of all financial data for local schools to ensure all procedures are correctly adhered to and interfaced into the general ledger accounting system.
17. Assist Supervisors and Principals with questions concerning budgets, allowable uses of funds, etc.
18. Coordinate with Auditors and District Staff during the Annual Year End Financial Audit.
19. Provide assistance and training to accounting staff personnel.
20. Maintain confidentiality regarding Board/workplace matters in accordance with state and federal law.
21. Engage in personal professional growth and demonstrate professional ethics and effective leadership.
22. Any additional duties as assigned by the Chief School Financial Officer.

**Terms of Employment:** Twelve month (240 day) position. Salary range \$84,976-\$103,497