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| **Job Title** | Finance Director |
| **Job Code** | FN-101 |
| **Job Grade** | 1 |
| **Job Goal** | To maintain, coordinate, and supervise financial activities under the direction of the Chief School Financial Officer, ensuring integrity and reliability of financial reporting systems and that revenues and expenses are within budget limits and overall fiscal policies, practices, and regulations meet compliance requirements. Coordinates and ensures the accounting system is reliable and meets accounting policies and practices, applicable state and federal regulations, and financial compliance requirements. |
| **Reports To** | Chief School Financial Officer |
| **Supervises** | Finance Department |

# Essential Duties and Responsibilities

• Oversees and leads the preparation and development of the approved school system budget, as well as the actual expenditures and revenues and their impact on the overall school system’s financial and fiscal outlook, ensuring compliance with school district policy and applicable local, state, and federal rules and regulations.

• Provides the Chief School Financial Officer and other staff members with financial and budgetary information relative to program planning.

* Advises the Chief School Financial Officer and other staff members on financial questions, the status of funding and expenditures, and reports matters of liabilities.
* Develops internal accounting processes and coordinates and monitors proper accounting in all Huntsville City School System’s activity accounts.

• Leads Financial Coordinators in working with department heads, managers, and principals to develop budget proposals and to assist them in submitting the Huntsville City School System’s fiscal year budgets and budget amendments.

• Leads Financial Coordinators in coordinating and standardizing proper accounting in all elementary and secondary school activity accounts and in analyzing financial needs for assigned departments and provides leadership on initiatives as required as they prepare and submit quarterly reports.

• Implements reporting procedures and program requirements for the purpose of assuring accurate maintenance of records; implements and manages the account code structure and procedures in accordance with applicable state guidelines.

• Oversees the preparation of a variety of financial reports such as financial analysis reports, department budget and expenditures, applicable federal, state, and local reports, etc., for the purpose of documenting activities, providing written reference, conveying information, and complying with financial, legal, and/or administrative requirements.

* Coordinates and participates in the planning, specification, and design of automated financial systems.

• Assists and cooperates with external audit firms and/or agencies in the conduct of approved audit reviews of the school system’s fiscal records and coordinates gathering a variety of financial processes for the purpose of providing up-to-date reference and audit trail reports within compliance guidelines.

• Informs assigned department personnel regarding a variety of procedures and program requirements for the purpose of providing necessary information for completing transactions, taking appropriate action, and/or complying with established fiscal guidelines.

• Leads Financial Coordinators in developing expenditure forecasts for assigned departments and assists them as needed in advising departments of possible over-expenditures and in methods for resolving discrepancies to ensure accurate fiscal practices and policies.

• Leads Financial Coordinators in monitoring assigned department budget activity and account balances of assigned programs and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits, and fiscal practices are followed.

• Oversees the financial and accounting analysis and expertise for administrative staff and school personnel.

• Provides leadership and supervision over assigned personnel to ensure employees have a clear understanding of their job responsibilities.

* Oversees the selection of personnel and conducts performance appraisals on assigned employees and makes recommendations for appropriate employment action to ensure a standard of accountability is met as defined by the department’s goals and objectives, as well as the policies established by the Huntsville City School System .

• Provides and ensures employees participate in professional developmental training opportunities as needed to perform their job duties.

• Responsible for developing, maintaining, and improving departmental operating procedures to improve department efficiency and effective use of school resources.

• Assists the Chief School Financial Officer and assumes responsibility for the division in the Chief School Financial Officer’s absence.

* Performs other job-related duties as assigned.

**Qualifications**

A Bachelor's Degree in accounting or finance from an accredited college or university and three (3) years of accounting experience in a leadership role.

**Physical Requirements**

Requires light work exerting up to ten pounds of force occasionally and/or a negligible amount of force frequently. Job involves sitting most of the time.

# Terms of Employment

Twelve month year. Salary as recommended by the Superintendent and approved by the Board.

*This specification has been designed to represent the general nature and level of work found in this position. As such, it is not intended to contain all duties and qualifications of an employee in this position. Consequently, it is not intended to be perceived as an identification of essential job functions as required by ADA. Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to that position.*