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| **Job Title** | Lead Financial Coordinator |
| **Job Code** | FN-102 |
| **Job Grade** | 3 |
| **Job Goal** | To maintain, coordinate, and supervise financial activities under the direction of the Finance Director, ensuring the 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. |
| **Reports To** | Finance Director |
| **Supervises** | Assigned Staff |

# Essential Duties and Responsibilities

* Provides leadership and supervision over assigned personnel, ensuring employees have a clear understanding of job responsibilities.
* Works with department heads, managers, and/or principals in developing budget proposals and submitting the school system’s fiscal year budgets and budget amendments for assigned departments.
* Provides recommendations for developing, maintaining, and improving financial processes and departmental operating procedures to ensure optimum department efficiency and effective use of resources.
* Ensures financial staff is trained and follows processes complying with department policies, as well as state and federal regulations.
* Coordinates reviews with local schools to monitor compliance with applicable policies and regulations in all elementary/secondary school accounting activity.

• Analyzes financial needs for assigned departments and/or schools and provides leadership and guidance on initiatives as needed and required.

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

• Prepares 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 applicable financial, legal, and/or administrative requirements.

* Assists and cooperates with external audit firms and/or agencies in the conduct of approved audit reviews of the Huntsville City School System’s fiscal records. Coordinates a variety of financial processes for the purpose of providing up-to-date reference and audit trail for compliance.

• 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.

• Develops and monitors expenditure forecasts for assigned departments and analyzes expense data and past expenditures for assigned departments, and advises them of possible over-expenditures, and assists them in resolving discrepancies to ensure accurate fiscal practices and policies are followed.

* Responsible for providing financial analysis and expertise for administrative staff and school personnel.

• Participates in meetings as assigned for the purpose of conveying and/or gathering information as required to perform functions.

* Oversees the selection of personnel and conducts performance appraisals of assigned employees.
* 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’ participation in professional development training opportunities as needed.

• Performs other job-related duties as assigned.

**Qualifications**

A Bachelor's Degree in Accounting or other business-related field from an accredited college or university and a minimum of five (5) years of experience in accounting or finance.

**Physical Requirements**

Requires light work exerting up to ten (10) 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.*