**Holmes County School Board**

**Director of Finance**

**Qualifications:**  1. Bachelor’s Degree in Accounting

2. Master’s Degree in Business Administration or Accounting Preferred

3. Three (3) years’ experience in accounting, Governmental Accounting Preferred

**Supervises**: Payroll Accountant, Cash Management Accountant, Insurance/Accounts Payable

Accountant, Accounts Payable Accountant, Finance Secretary, and other

positions as assigned.

**Performance Responsibilities**:

**Financial, State, and District Reporting**

1. Annual Financial Report
2. Annual Budget
3. Cost Report
4. Monthly Financial Report
5. Financial Institution Verification
6. Abandoned Property
7. IRS Forms 1099, 1094, And 1095
8. Indirect Cost Report
9. Comparability Report
10. DOE Facility Financial Reports
11. Salary Schedules
12. School Board and Retiree Electronic Funds Transfers
13. Medicaid Reimbursement
14. School Financial Report
15. Other Reports as Required by The State and District

**Service Delivery**

(1) Direct the accounting for receipts and expenditures of district funds and ensure that appropriate ledgers are maintained in conformity with generally accepted accounting principles.

(2) Manage the district’s investment and borrowing programs.

(3) Direct the preparation of reporting within the finance department, including the preparation of the Annual Financial Report, Cost Report, and any other financial reporting required by DOE.

(4) Implement the health insurance financial policy provisions and oversee its reconciliation.

(5) Develop accurate projections of revenue and expenditures for budget reviews.

(6) Establish and monitor procedures which ensure timely and accurate reconciliation of bank accounts, payment of payrolls and properly documented invoices and vouchers taking advantage of allowable discounts.

(7) Develop and present the District’s Annual Budget including allocation formulas for FEFP and categorical programs and ensure that budget laws are complied with.

(8) Review grant application budgets for inclusion in the financial records.

(9) Monitor and report on budget performance in schools and district departments.

(10) Approve all journal entries and disbursement vouchers.

(11) Review the availability of cash to meet district needs monthly.

(12) Prepare requests for disbursement of state and federal funds.

(13) Prepare budget amendments for School Board action.

(14) Monitor the administration of financial contracts.

(15) Oversee records management as follows:

a. Recording personal property and equipment transactions and their reconciliation,

b. Permanent payroll records and their archival,

c. Personnel records and their archival,

d. Scanning and archival of purchase orders, invoices and related payment documents,

e. Archival of all financial reports and records per Florida Administrative Rules.

(16) Respond to Florida’s Auditor General, audit concerns, and coordinate the District response to criticism.

(17) Initiate and maintain a system of financial internal controls to safeguard the assets of the District and provide the highest level of accountability.

(18) Establish and develop an up-to-date integrated system of financial accounting that meets the requirements of the independent auditors, Auditor General and Florida Department of Education.

**Inter/Intra-Agency Communication and Delivery**

(19) Coordinate the accounting and payroll activities with data processing and other departments.

(20) Provide technical assistance and training to schools and departments for the Finance and Payroll System, Budgeting process, and other functional areas as necessary.

(21) Interact with outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.

(22) Respond to inquiries and concerns in a timely manner.

(23) Keep the Superintendent well informed of areas of responsibility and of potential problems or unusual events.

(24) Assist in the interpretation of philosophy and policies of the district to staff and the community.

(25) Work closely with district and school staffs to support school improvement initiatives and processes.

**Professional Growth and Improvement**

(26) Provide appropriate staff development opportunities for assigned personnel.

(27) Maintain a network of peer contacts through professional organizations.

(28) Maintain working knowledge of current law, regulations and standards related to financial accounting and reporting.

(29) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices and legal issues.

**Systemic Functions**

(30) Prepare special reports and studies as needed.

(31) Assist in the development of administrative guidelines, procedures and internal controls.

(32) Represent the district in a positive and professional manner.

(33) Provide financial information for and participate in bargaining process.

(34) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.

(35) Prepare or assist in the preparation of all required reports and maintain all appropriate records.

(36) Develop annual goals and objectives consistent with and in support of district goals and priorities.

(37) Must be available/present during all emergency situations.

(38) Perform other duties as assigned.

**Leadership and Strategic Orientation**

(39) Serve as a member of the Superintendent’s Leadership Team.

(40) Provide leadership and direction for assigned areas of responsibility.

(41) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.

(42) Assist in implementing the district’s goals and strategic commitment.

(43) Exercise proactive leadership in promoting the vision and mission of the district.

(44) Utilize appropriate strategies and problem-solving tools to make decisions regarding, planning, utilization of funds, delivery of services and evaluation of services provided.

(45) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

(46) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

**Complete various reports and projects as needed by the Superintendent, Auditors, District Staff, and Local Schools.**

12 month 239 day employee (Salary/District Director see administrative salary schedule)