

Director of Finance & Business

Classified Position - 0040

<u>Salary</u> Based on Experience & Education	<u>Days</u> 260	<u>Reports to:</u> Assistant Superintendent
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SCOPE OF RESPONSIBILITIES

Supervises the management of the accounting and disbursement functions of the District. It receives a minimum amount of supervision while providing supervision to approximately 5 people. The functions supervised include payroll, expense control, federal program accounting, financial reporting, cash flow, and revenue.

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Supervises the management of the accounting and disbursement functions of the district including:
 - a. Payroll functions
 - b. Accounts payable functions
 - c. Financial accounting and reporting for all centralized funds
 - d. Federal and state program budget development and control, accounting & reporting
 - e. Revenue function
2. Assist in the development of the double-entry bookkeeping system and other system development efforts
3. Supervises the preparation of monthly and year-end financial reports for all centralized funds and federal and state funds
4. Works cooperatively with external and federal auditors in the auditing of all financial and program records
5. Maintains regular and predictable attendance
6. Adheres to the professional code of ethics
7. Successfully utilizes technology as appropriate in job function

MINIMUM QUALIFICATIONS

1. Bachelor's Degree with a major in accounting or business administration
2. Three (3) years of successful supervisory and administrative experience in accounting
3. Demonstrated ability to complete assignments accurately and effectively with established time schedules
4. Ability to communicate effectively and clearly with local school staffs and system wide cost center heads

DESIRABLE QUALIFICATIONS

1. CPA certificate and/or Kentucky certificate as a School Business Administrator
2. MUNIS or governmental experience preferred