

# **SCHOOL DISTRICT OF OKEECHOBEE COUNTY**

## **DIRECTOR OF FINANCIAL SERVICES**

### **JOB DESCRIPTION**

#### **QUALIFICATIONS:**

- (1) Master's degree in business, accounting or finance from an accredited educational institution.
- (2) Five (5) years accounting, auditing or budget experience, preferably governmental.
- (3) In lieu of the above requirements, a combination of training and experience substantially equivalent.
- (4) Satisfactory criminal background check and drug screening.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of governmental accounting and financial reporting standards, government auditing standards, Internal Revenue Codes, state statutes and State Board of Education rules. Ability to read and interpret applicable laws, rules, policies and procedures. Knowledge and skill in the use of relevant software and hardware. Ability to manage several tasks at one time. Ability to work effectively under stress and tight timeframes. Ability to communicate orally and in writing. Ability to use effective public relations skills. Ability to make presentations to a wide variety of audiences.

#### **REPORTS TO:**

Assistant Superintendent for Administrative Services

#### **JOB GOAL**

To manage the school district's financial and business operations efficiently and effectively, maximizing resources and minimizing risk, while providing outstanding customer service to district leaders so that they may focus on the education of children.

#### **SUPERVISES:**

Assigned Personnel

#### **PERFORMANCE RESPONSIBILITIES:**

##### **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) Plan and maintain schedules to meet institutional deadlines.
- \* (3) Prepare and submit online the district's annual budget to the Department of Education.
- \* (4) Ensure district compliance with Governmental Accounting Standards Board financial reporting changes.
- \* (5) Serve as the district's point person for annual audits and initiate corrective action when necessary.
- \* (6) Serve as an advisor to budget managers and grant managers.

- \* (7) Assist grant writers and grant managers in budgeting for grant applications.
- \* (8) Train new budget administrators.
- \* (9) Collaborate with the Management Information Services (MIS) staff to obtain desired output of the financial reporting system.
- \* (10) Manage the district's investment and borrowing programs.
- \* (11) Direct the preparation of financial and cost reports and warrant lists for School Board approval.
- \* (12) Prepare budget amendments for School Board action.
- \* (13) Prepare applications for short-term borrowing.
- \* (14) Establish and monitor procedures which ensure timely and accurate reconciliation of bank accounts, payment of payrolls and properly documented invoices and vouchers.
- \* (15) Direct with the preparation and implementation of the annual budget.
- \* (16) Review and approve grant application budgets.
- \* (17) Monitor and report on budget performance in schools and district departments.
- \* (18) Approve all journal entries and disbursement vouchers.
- \* (19) Oversee the internal service order system to ensure accounting controls.
- \* (20) Prepare monthly cash flow projections and make appropriate recommendations to ensure the availability of funds to pay current obligations.
- \* (21) Monitor full time equivalent (FTE) projections and reporting.
- \* (22) Prepare requests for disbursement of state and federal funds.
- \* (23) Monitor the administration of contracts.
- \* (24) Assist with the maintenance of personal property records.

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

- \* (25) Coordinate the accounting and payroll activities with data processing and other departments.
- \* (26) Provide technical assistance to schools and departments.
- \* (27) Keep all departments informed of proper budget management procedures and changes in local and state policies and laws.
- \* (28) Interact with outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- \* (29) Respond to inquiries and concerns in a timely manner.
- \* (30) Keep the Assistant Superintendent for Administrative Services well informed of areas of responsibility and of potential problems or unusual events.
- \* (31) Serve on district, state or community councils or committees as assigned or appropriate.
- \* (32) Assist in the interpretation of philosophy and policies of the district to staff and the community.
- \* (33) Work closely with district and school staffs to support school improvement initiatives and processes.

#### **Professional Growth and Improvement**

- \* (34) Provide appropriate staff development opportunities for assigned personnel.
- \* (35) Maintain a network of peer contacts through professional organizations.
- \* (36) Maintain working knowledge of current law, regulations and standards related to financial accounting and reporting.

#### **Systemic Functions**

- \* (37) Prepare special reports and studies as needed.
- \* (38) Assist in the development of administrative guidelines and procedures.
- \* (39) Represent the district in a positive and professional manner.

- \*(40) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- \*(41) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(42) Develop annual goals and objectives consistent with and in support of district goals and priorities.

**Leadership and Strategic Orientation**

- \*(43) Provide leadership and direction for assigned areas of responsibility.
  - \*(44) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
  - \*(45) Assist in implementing the district's goals and strategic commitment.
  - \*(46) Exercise proactive leadership in promoting the vision and mission of the district.
  - \*(47) Utilize appropriate strategies and problem-solving tools to make decisions regarding, planning, utilization of funds, delivery of services and evaluation of services provided.
  - \*(48) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
  - \*(49) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the district.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Board Approved: 10/12/10