Job Title: **DIRECTOR OF FINANCE**
Reports to: Chief Financial Officer
Dept./School: Central Business Office
Wage/Hour Status: Exempt
Date Revised: June 2008

Primary Purpose

Responsible for assisting the Chief Financial Officer with planning, developing, and administering the operation of all financial and business affairs of the district.

QUALIFICATIONS

Education/Certification
Bachelor's degree in Accounting and prefer Master's degree in other area of Business and/or Administration.

Special Knowledge/Skills
Advanced technical knowledge of school finance, budgeting, accounting systems, and
Extensive working knowledge of financial applications and accounting
Good communications, public relations, and interpersonal skills
Extensive working knowledge in using computer to create spreadsheets and to perform data analysis
Experience in training staff and other personnel in the budgeting and accounting functions
Ability to appropriately interpret policy, procedures, and data
Extensive knowledge and background in the Texas Education Agency Financial Accountability System Resources Guide
Extensive knowledge and skill in line item accounting compliance

Experience
Minimum of five years finance and accounting experience in school business management

MAJOR RESPONSIBILITIES AND DUTIES

1. Prepare monthly financial statements as assigned by the Chief Financial Officer.

2. Monitor Budgeting and Accounting functions as assigned by the CFO.

3. Revise and update the Budget Preparation and Procedures Manual as assigned by the CFO.

4. Develop standards of operational, organizational and procedures handbook for other offices in the business department as assigned by the CFO.

5. Train staff and others in the financial procedures of the district as assigned by the CFO.

6. Revise and update the Student Activity Manual and train district staff, as directed by the CFO.

7. Revise and analyze Budget and Accounting Reports as directed by the CFO.

8. Prepare Monthly Investment Reports for review by the CFO.

9. Assist in the development of long- and short-range goals and objectives for the business operations of the district as assigned by the CFO.

10. Monitor all reconciliations of the Accounting department as assigned by the CFO.

11. Prepare Cash Flow Worksheet when assigned by the CFO.

Policy, Reports, and Law

12. Monitor district policies to ensure compliance with federal and state law, State Board of Education rule, and local board policy in area of business operations and report to the CFO.

13. Monitor records retention of the business and finance offices to ensure each office is appropriately complying and report to the CFO.

14. Monitor federal funds compliance with TEA regulations and the FAR manual and report to CFO.

Purchasing and Inventory

15. Become familiar with district purchasing to ensure compliance with state and federal law and report to CFO.

District Insurance

Health and Related

16. Learn the district health insurance program and assist the CFO in the administration thereof.

Property and Casualty

17. Learn the district property and casualty programs and assist the CFO in the operational procedures.

Community Relations

18. Work closely with other managers and directors to insure that all business and operational affairs of the District are maintained in an efficient manner as assigned by the CFO.

19. Be an active participant in activities and organizations associated with school business affairs as directed by the CFO.

20. Foster good community relations and good relations among all school employees.

Other

21. Perform other duties related to the finance and business affairs, as assigned by CFO.

22. Maintain confidentiality of information.

EQUIPMENT USED

Calculator, computer, telephone system, Xerox copier, FAX machine

WORKING CONDITIONS

Mental Demands/ Physical Demands/Environmental Factors

Maintain emotional control under stress.
Occasional district and statewide travel.
Occasional prolonged and irregular hours.

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.