



Job Title:	Director of Finance	Wage/Hour Status:	Exempt
Reports to:	Associate Superintendent of Business and Finance	Pay Grade:	Pay Grade 6
Dept. /School:	Administration Building	Date Revised:	03/10/2011

Primary Purpose:

Provide managerial direction and coordination under board policy guidelines to several key district functions: investments and cash management, debt management, capital improvement management/planning, tax collection, internal auditing and controls, financial reporting, accounts receivable and payables and data processing requirements for non-instructional areas. Perform other tasks and jobs assigned by Associate Superintendent of Business and Finance.

Qualifications:

Education/Certification:

Bachelor's degree in accounting or related field from an accredited college or university; CPA and/or TASBO certification preferred.

Special Knowledge/Skills:

Advanced technical knowledge of Texas public school finance, budgeting and accounting systems

Fiscal accountability to assure public funds are used legally and efficiently to support the mission of the district

Excellent computer and data processing knowledge and skills for tracking financial information, including spreadsheets and databases, and ability to manipulate data to accurately report PEIMS

Ability to successfully interact with students, professional employees, parents, and district patrons

Effective verbal and writing communication skills for preparing and presenting reports

Ability to maintain emotional control under stress

Such additions or alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

Experience:

At least five to eight years job related experience; and three years in a supervisory capacity preferred.

Major Responsibilities and Duties:

1. Ensure that financial operations of the school district are supportive of the instructional goals of the district and the attainment of the campus performance objective (academic excellence indicators)
2. Provide for effective communication with staff, community and media, if needed
3. Work with district personnel in projecting building and facility needs, energy needs, capital equipment needs and other cost items for district and individual school improvements
4. Plan and conduct needs assessments for growth and improvement of the district business operations
5. Define job descriptions and job performance expectations of subordinate staff, evaluate job performance, conduct conferences, training sessions and/or improvement plans to ensure the best operation of the business area

6. Effectively develop staff and make sound recommendations relative to personnel evaluation, placement, transfer, retention and dismissal
7. Effectively lead, direct and manage operations including accounting, internal auditing and controls, financial reporting, accounts receivable and payable, investments and cash management, debt management, capital improvement management/planning, tax collections, and non-instructional data processing.
8. Implement the policies established by federal and state law, State Board of Education rule, and local policy in the area of business; compile, maintain and file all reports, records, and other documents required
9. Plan, direct and implement an internal audit program to ensure compliance with accountability standards, laws, regulations, policies; examine the effectiveness of the district's system of internal control; specifically,
 - a. review the reliability and integrity of financial and operating information and the means used to identify, measure, and classify such information
 - b. review departmental records, reports, documentation, and operating procedures to ensure compliance with federal and state law, State Board of Education rule, local board policy, and administrative procedures
 - c. review the means of safeguarding assets and verify the existence of such assets
 - d. serve as liaison for and coordinate activities of independent outside auditors and state agencies
 - e. perform field work in accordance with the audit process
 - f. develop and coordinate a continuing evaluation of the auditing function and implement changes based on the findings
10. Responsible for and manage all school fund investments

Supervisory Responsibilities:

Supervise and evaluate the performance of assigned personnel: accounting and accounts payable

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; ability to complete assigned projects within a limited timeframe. Frequent district and occasional statewide travel; frequent prolonged and irregular hours.

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