

232 - FINANCE DIRECTOR JOB DESCRIPTION

The Finance Director, under the supervision of the District Administrator, has the responsibility to provide sound fiscal management in the operation of all financial matters, including the development and management of the school budget, the borrowing and investment of money, and the management of receipts and payments.

The Finance Director provides assistance and support to the District Administrator and Board to assure the effective and efficient operation of the District. The Finance Director maintains a positive attitude and style in dealing with others in a manner that contributes to the overall public relations of the District.

QUALIFICATIONS:

- Possess a Masters Degree in School Business Management or equivalent
- Hold or be eligible to hold DPI Business Manager Certification
- Possess a strong background in school finance, accounting procedures, plant operations, food service and other federal programs, staff management, and transportation

REPORTS TO:

District Administrator

SUPERVISES:

Bookkeeper; Custodian and Food Service Personnel

PERFORMANCE RESPONSIBILITIES:

- Create, propose, and direct the District's approved financial operations
- Prepare the annual school budget and annual meeting booklet; conduct a budget hearing to inform the public of the proposed budget
- Monitor all monies coming into the District and insure good audit trails and accountability
- Fill out and file annual and fall reports to the Department of Public Instructions (DPI)
- File all necessary reports, claims, and forms to secure all money due to the District
- Administer grants
- Work with auditors to complete year-end audit
- Assist the Principals with the development of their individual building budgets
- Direct the budgetary process in purchasing and supply management
- Manage the District's budget and contribute to financial decisions throughout the year
- Provide leadership in developing and maintaining the most optimum fiscal programs, operations, and food services
- Borrow money on a long-term basis for any capital improvement or new buildings working with the District's financial advisor
- Borrow money on a short-term basis as needed to keep the District running financially until state aids and tax levy monies are received
- Invest money according to Board policy

- Seek bids according to Board policy
- Monitor the Student Activity Fund
- Provide leadership in projecting and financial planning for future years
- Conduct a finance committee meeting to present information on District expenditures and receipts prior to each regular Board meeting
- Supervise the operation of the food service program
- Serve as the coordinator of the District's safety program or designate said person
- Keep records of insurable values; coverage's to be provided, insurance procurement procedures, insurance claims, and reporting
- Actively participate in contract negotiations with employee groups
- Serve as the District's privacy official for HIPPA
- Ensure absolute confidentiality of information, files, and records
- Perform other duties as assigned by the District Administrator

PHYSICAL, MENTAL AND VISUAL SKILLS:

- Sit with back support approximately six (6) of the (8) hours
- Repetitive motion of wrist and fingers required for typing/keyboarding
- Satisfactory vision and hearing to complete work requirements and assignments
- Visual contact with CRT monitor for approximately six (6) of the eight (8) hours
- Ability to effectively deal with staff, School Board, community, and businesses Must be

able to speak English

Adopted: September 25, 2000

Revised: May 20, 2009, July 20, 2016