

SCHOOL DISTRICT OF DIXIE COUNTY

JOB DESCRIPTION

ASSISTANT SUPERINTENDENT of FINANCE and BUSINESS SERVICES

QUALIFICATIONS:

- (1) Master's Degree with substantial course work in accounting preferred.
- (2) Certified Public Accountant preferred.
- (3) Minimum of four (4) years experience, preferably with governmental entity, required.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, interpret and enforce Florida statutes, State Board rules and School Board policy. Ability to demonstrate administrative and technical expertise in multiple areas including budget, finance, accounting, auditing, cash management, purchasing, property, technology, and payroll. Ability to use effective public relations skills. Ability to effectively use PC/Mainframe computer software and hardware. Ability to plan and present information to the public. Ability to effectively use problem-solving skills. Ability to analyze and accurately project FTE for the District. Knowledge of group dynamics. Skills in consensus building. Strong written and oral communication skills.

REPORTS TO:

Superintendent

JOB GOAL

To provide administrative leadership and supervision of finance service areas that result in efficient and effective operations to support educational excellence.

SUPERVISES:

Grants Coordinator
 ERATE
 Payroll Department
 Finance Department
 Accounts Payable Department
 Food Service Coordinator

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide leadership and direction for fiscal services to support instructional programs.
- * (2) Serve on superintendent's Executive Leadership Team.
- * (3) Assist in development of School Board Policies and administrative guidelines.
- * (4) Provide Executive leadership Team with financial information required for effective and efficient management of district goals and objectives.
- * (5) Maintain working knowledge of current laws, regulations, and standards relating to financial accounting and reporting.
- * (6) Work to maintain effective community relations and interpret financial matters to the community and staff and administrators.
- * (7) Enhance financial services by serving on local committees, visiting schools and making presentations.

PURCHASING

- * (1) Oversee procurement of goods/services to insure compliance with established laws, regulations and policies which provide purchases in timely, cost effective manner.
- * (2) Provide assistance to schools and departments for each phase of purchasing process.
- * (3) Initiate and supervise acquisitions through competitive bidding or negotiations.
- * (4) Responsible for all documentation or required bids and obtaining Board approvals.
- * (5) Responsible for annual inventory of supplies and materials.
- * (6) Oversee operation of vendor payments.

PROPERTY

- * (1) Responsible for annual property inventory and reconciliation to expenditures.
- * (2) Assist in acquisition or disposition of property and maintain property records.
- * (3) Maintain capital projects records, overseeing budget and expenditure of related funds.
- * (4) Assist in preparing long-range capital outlay plans and short term facility goals consistent with funding restrictions.
- * (5) Monitor expenditure and compliance for capital outlay contracts.

BUDGETING

- * (1) Provide leadership in development of District budget and adherence to TRIM guidelines.
- * (2) Prepare monthly status reports and necessary budget amendments.
- * (3) Review and approve grant application budgets.
- * (4) Review cost center budgets and monitor available balances.

PAYROLL

- * (1) Oversee District's payroll department.
- * (2) Participate in process of development of District compensation plans.
- * (3) Oversee Staff Survey information and reporting procedures.
- * (4) Assist in preparation for and conduct of collective bargaining negotiations.
- * (5) Responsible for District Contributions and Employee Deductions in financial records.
- * (6) Maintain payroll/personnel records insuring compliance with privacy laws.

REPORTING

- * (1) Prepare Annual Financial Report.
- * (2) Prepare Annual Cost Report.
- * (3) Prepare Annual Budget with necessary amendments and monthly status reports.
- * (4) Prepare monthly financial reports for Board.
- * (5) Prepare Annual Indirect Cost Plan.

CASH MANAGEMENT

- * (1) Oversee District cash management program including cash flow analysis insuring funds available to meet current and long-term obligations.
- * (2) Reconcile Federal Cash Advances with grant expenditures.
- * (3) Insure monthly reconciliations prepared for Comptroller.
- * (4) Manage the District's investment and borrowing programs.
- * (5) Prepare disbursement/reimbursement requests for State, Local and Federal funds.

TECHNOLOGY

- * (1) Provide vision and leadership for implementation of technology in fiscal services.
- * (2) Responsible for security of administrative data including finance and payroll/personnel.
- * (3) Serve on NEFEC Advisory Council for data processing center.

FOOD SERVICE**ACCOUNTING**

- * (1) Responsible for overseeing expenditures by budget, project, and Redbook code.
- * (2) Responsible for preparing and entering all revenues and receipts into financial records.
- * (3) Responsible for forecasting revenues by sources to insure budget accuracy.
- * (4) Knowledge of development of District FTE projections.
- * (5) Responsible for preparing and entering all journal entries in general ledgers.
- * (6) Responsible for Medicaid Administrative Outreach reimbursement program.

AUDITS

- * (1) Coordinate and oversee various financial audits including internal accounts.
- * (2) Answer auditor concerns and assist in preparing District's formal responses.

SUPERVISORY

- * (1) Supervise assigned personnel and conduct annual performance appraisals.
- * (2) Make recommendations for appropriate employment practices.
- * (3) Provide technical assistance to schools and departments.
- * (4) Provide appropriate staff development opportunities to financial personnel.

OTHER

- * (1) Perform other incidental tasks, as determined by the immediate supervisor, to be consistent with the goals and objectives of this position. .

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.

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.

*Essential Performance Responsibilities

Job Description Supplement Code 7