



JOB DESCRIPTION

POSITION TITLE: Director of Finance	
REPORTS TO: Superintendent	SALARY: Treutlen County Salary Scale
FLSA: Non-Exempt	WORK DAYS: 240 Days (less furloughs)
JOB GOAL: Assures the smooth and efficient operation of a well-organized financial office in a friendly and professional manner. Conducts the financial and business affairs of the school system with responsibility for coordinating accounting, budgeting, auditing, payroll, record management, cash management, and property inventory.	

REQUIREMENTS:

- 1. Educational Level:** College degree or equivalent training and experience in school based fund accounting
- 2. Experience:** Formal training in office practices and experience preferred.
- 3. Proficiency Skills:** Written and oral communication skills; ability to operate office machinery and deal with multiple tasks; computer competence; organizational and interpersonal skills.
- 4. Personal Skills:** Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties.

The Board and Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Complies with school, system, state and federal regulations and policies, including the PSC Code of Ethics, as related to job requirements.
2. Maintains and improves knowledge and skills to promote proficiency in the operations of an organized, modern, updated and efficient office.
3. Acts in a professional manner and maintains a professional attitude toward the public and colleagues; adheres to cultural diversity guidelines, and exhibits the fundamentals of good public/customer service.
4. Shows initiative and assumes responsibility for all aspects of job responsibilities; performs routine duties and tasks with little or no direct supervision.
5. Demonstrates knowledge and proficiency in the use of internet, email and other computer applications as applicable to job responsibilities.
6. Demonstrates appropriate verbal, written and telephone communication skills.
7. Maintains confidentiality of sensitive information and material.
8. Maintains a professional appearance as appropriate for job responsibilities.
9. Demonstrates knowledge and proficiency in the use of office machinery as applicable to job responsibilities.
10. Demonstrates knowledge and proficiency in typing and word processing skills as applicable to job responsibilities.
11. Demonstrates knowledge and proficiency in spreadsheet and database applications as applicable to job responsibilities.
12. Exhibits time on task and a flexible, cooperative, progressive and hard working attitude and style. Limits personal business and phone calls to a minimum during work hours.
13. Demonstrates knowledge and proficiency in the development, revision and production of documents, reports, forms, and materials.

14. Maintains and manages files, records, materials and equipment in an appropriate, accessible and current manner, including records necessary for reporting and accountability.
15. Demonstrates proficiency in drafting written correspondence, answers correspondence received by and on behalf of the supervisor as requested.
16. Demonstrates accurate and consistent proof reading skills.
17. Enhances the climate of the building and the morale of colleagues.
18. Keeps abreast of changes in governmental accounting.
19. Demonstrates loyalty to the school system and administration.
20. Compiles necessary statistical data for preparation of the annual school system budget.
21. Supervises the distribution of Funds.
22. Submits monthly financial reports to the Superintendent for the Board Agenda.
23. Balances and closes financial periods and adds new funds and accounts.
24. Maintains documentation and posts all budget transfers and adjustments.
25. Directs the property control system of all school assets and maintains a current inventory of school property.
26. Completes and files required IRS reports.
27. Reconciles bank statements in a timely manner.
28. Works with schools and other personnel to ensure proper purchasing procedures are followed.
29. Directs the school district's audit.
30. Processes and deposits all funds received from federal, state and local sources.
31. Verifies purchase orders with budget and assigns numbers to all purchase orders prior to approval.
32. Processes invoices, including verification with purchase orders, entering into the accounting system for payment and filing.
33. Processes checks for accounts payable, including compilation, printing and distribution.
34. Transmits required state and federal reports in a timely manner.
35. Monitors/administers the approved budgets during the fiscal year.
36. Reports major deviations from the approved budget to the superintendent and acts as advisor to the superintendent on school budget and all business financial questions.
37. Coordinates periodic revisions of the budget.
38. Processes, reports and distributes payroll.
39. Manages the investment of the school district's funds.
40. Maintains a pattern of prompt and regular attendance.
41. Follows chain of command.
42. Performs all other duties as assigned.