

SCHOOL DISTRICT OF OKEECHOBEE COUNTY

ASSISTANT DIRECTOR, FINANCIAL SERVICES

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree in business, accounting or finance from an accredited educational institution.
- (2) Five (5) years accounting, auditing or budget experience, preferably governmental.
- (3) In lieu of the above requirements, a combination of training and experience substantially equivalent.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of governmental accounting and financial reporting standards, government auditing standards, Internal Revenue Codes, state statutes and State Board of Education rules. Ability to read and interpret applicable laws, rules, policies and procedures. Knowledge and skill in the use of relevant software and hardware. Ability to manage several tasks at one time. Ability to work effectively under stress and tight timeframes. Ability to communicate orally and in writing. Ability to use effective public relations skills. Ability to make presentations to a wide variety of audiences.

REPORTS TO:

Director, Financial Services

JOB GOAL

To assist in managing the school district's financial and business operations efficiently and effectively, maximizing resources and minimizing risk, while providing outstanding customer service to district leaders so that they may focus on the education of children. Serves as backup for the Director of Financial Services.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Serve as backup for the Director of Financial Services.
- *(2) Assist in the accounting for receipts and expenditures of district funds and ensuring that appropriate ledgers are maintained in conformity with generally accepted accounting principles.
- *(3) Assist in planning and maintaining schedules to meet institutional deadlines.
- *(4) Assist in the preparation and submission of the district's annual budget to the Department of Education.
- *(5) Assist in ensuring district compliance with Governmental Accounting Standards Board financial reporting changes.

- * (6) Assist in the district's point person for annual audits and initiate corrective action when necessary.
- * (7) Serve as district contact person for retirement.
- * (8) Serve as district contact person for position control/allocations of positions.
- * (9) Assist in training new budget administrators.
- * (10) Assist in collaboration with the Information Technology (IT) staff to obtain desired output of the financial reporting system.
- * (11) Assist in the preparation of financial and cost reports and warrant lists for School Board approval.
- * (12) Assist in preparation of budget amendments for School Board action.
- * (13) Assist to establish and monitor procedures which ensure timely and accurate reconciliation of bank accounts, payment of payrolls and properly documented invoices and vouchers.
- * (14) Assist with the preparation and implementation of the annual budget.
- * (15) Assist with review and approval of grant application budgets.
- * (16) Assist with monitoring and reporting on budget performance in schools and district departments.
- * (17) Assist in preparation of monthly cash flow projections and make appropriate recommendations to ensure the availability of funds to pay current obligations.
- * (18) Assist with monitoring full time equivalent (FTE) projections and reporting.
- * (19) Assist with requests for disbursement of state and federal funds.
- * (20) Assist with monitoring the administration of contracts.
- * (21) Assist with the maintenance of personal property records.

Inter/Intra-Agency Communication and Delivery

- * (22) Assist with coordinating the accounting and payroll activities with data processing and other departments.
- * (23) Assist with providing technical assistance to schools and departments.
- * (24) Assist with keeping all departments informed of proper budget management procedures and changes in local and state policies and laws.
- * (25) Assist in interaction with outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (26) Respond to inquiries and concerns in a timely manner.
- * (27) Keep the Director of Financial Services well informed of areas of responsibility and of potential problems or unusual events.
- * (28) Serve on district, state or community councils or committees as assigned or appropriate.
- * (29) Assist in the interpretation of philosophy and policies of the district to staff and the community.
- * (30) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

- * (31) Participant in appropriate staff development opportunities.
- * (32) Maintain a network of peer contacts through professional organizations.
- * (33) Maintain working knowledge of current law, regulations and standards related to financial accounting and reporting.

Systemic Functions

- * (34) Prepare special reports and studies as needed.
- * (35) Assist in the development of administrative guidelines and procedures.
- * (36) Represent the district in a positive and professional manner.

- *(37) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(38) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(39) Develop annual goals and objectives consistent with and in support of district goals and priorities.

Leadership and Strategic Orientation

- *(40) Provide leadership and direction for assigned areas of responsibility.
- *(41) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- *(42) Assist in implementing the district's goals and strategic commitment.
- *(43) Exercise proactive leadership in promoting the vision and mission of the district.
- *(44) Utilize appropriate strategies and problem-solving tools to make decisions regarding, planning, utilization of funds, delivery of services and evaluation of services provided.
- *(45) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(46) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

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.

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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.

Board Approved: