



Job Description –Director of Finance

Department: Finance

FLSA Status: Exempt

Pay Grade: 5

Job Status: Full time

Reports To: Superintendent

Work Days: 225

Amount of Travel Required: Occasional travel

Positions Supervised: Assigned personnel

POSITION SUMMARY:

Direct charter school district financial activities, such as planning, procurement, investments, accounting and grant distribution and evaluating the effectiveness of the internal control systems, accounting, reporting or special revenue funds and coordinate annual financial audit.

ESSENTIAL FUNCTIONS:

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Prepare financial information so that outside accountants can complete tax returns.
- Prepare or direct preparation of financial statements, business activity reports, financial position forecasts, annual budgets, and/or reports required by regulatory agencies.
- Supervise employees performing financial reporting, accounting, billing, collections, payroll, and budgeting duties.
- Delegate authority for the receipt, disbursement, banking, protection, and custody of funds, securities, and financial instruments.

- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.
- Conduct or coordinate audits of company accounts and financial transactions to ensure compliance with state and federal requirements and statutes.
- Receive and record requests for disbursements; authorize disbursements in accordance with policies and procedures.
- Monitor financial activities and details such as reserve levels to ensure that all legal and regulatory requirements are met.
- Monitor and evaluate the performance of accounting and other financial staff; recommend and implement personnel actions such as promotions and dismissals.
- Develop and maintain relationships with banking, insurance, and non-organizational accounting personnel in order to facilitate financial activities.
- Coordinate and direct the financial planning, budgeting, procurement, or investment activities of all or part of an organization.
- Develop internal control policies, guidelines, and procedures for activities such as budget administration, cash and credit management, and accounting.
- Analyze the financial details of past, present, and expected operations in order to identify development opportunities and areas where improvement is needed.
- Advise management on short-term and long-term financial objectives, policies, and actions.
- Provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures, and efficient control and utilization of financial resources.
- Evaluate needs for procurement of funds and investment of surpluses, and make appropriate recommendations.
- Lead staff training and development in budgeting and financial management areas.
- Direct the completion of deposits for receipts of cash and checks to be deposited in district bank account.
- Reviews general ledger transaction to ensure compliance with applicable special revenue program guidelines, Generally Accepted Accounting Principles, the TEA Financial Accountability System Resource Guide, and other applicable state and federal regulations.
- Assists principals, secretaries and other District personnel in attaining accounting information necessary for the acquisition of resources to support classroom instruction and administrative task.
- Prepares year-end adjustments and closing entries for General Fund and Special Revenue Funds

- Determine depreciation rates to apply to capitalized items, and advise management on actions regarding the purchase, lease, or disposal of such items.
- Compiles budget and cost estimates based on documented program needs
- Compiles, maintains, and files all physical and computerized reports, records, and other documents required, including required financial reports to TEA
- Complies with policies established by federal and state law, State Board of Education rule, and the local board policy
- Prepares and submits draw-downs, periodic reports and financial reports to funding agencies as dictated by program guidelines.
- Performs other duties as assigned
- Reports to work in a timely manner as per assigned schedule
- Attends all required meetings and training

POSITION QUALIFICATIONS:

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Assertiveness - Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.

- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Consensus Building - Ability to bring about group solidarity to achieve a goal.
- Decision Making - Ability to make critical decisions while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Ethical - Ability to demonstrate conducts conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Judgment - The ability to formulate a sound decision using the available information.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Management Skills - Ability to organize and direct oneself and effectively supervise others.

EDUCATIONAL AND CERTIFICATION REQUIREMENTS:

- Minimum Bachelor’s degree in Business Administration with a concentration in Accounting
- Two to Five Years of governmental accounting experience (school district experience preferred)
- Knowledge of budget preparation process preferred
- CPA License required

OTHER REQUIREMENTS:

Must have satisfactory outcome of background and fingerprinting check, and drug screening prior to starting employment.

PHYSICAL DEMANDS:

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

WORK ENVIRONMENT: Temperature controlled office environment

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.