SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

DIRECTOR -- FINANCE

JOB DESCRIPTION

JOB CODE:	750050	**BARGAINING UNIT ELIGIBILITY:**	No
FLSA:	Exempt	**PAY GRADE:**	05
CONTRACT CODE:	05	**SALARY SCHEDULE:**	Administrative

QUALIFICATIONS:

(1) Masters degree from an approved accredited educational institution with specialization in public or business administration, finance, or other acceptable field; or Bachelors degree in accounting or related field and Certified Public Accountant (CPA) credentials.

(2) Minimum of five (5) years of progressively responsible administrative and supervisory experience in the field of finance, budgeting, or auditing.

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of Florida school laws, regulations, and Board policies and procedures as they apply to finance and payroll services. Ability to manage and supervise personnel effectively. Ability to maintain an effective working relationship with administrators and staff. Extensive knowledge of the principles and practices of accounting. Extensive knowledge of laws, rules and regulations regarding all phases of governmental accounting. Ability to analyze accounting and systems problems and to take or recommend corrective action.

REPORTS TO:

Superintendent, Assistant – Business Services

JOB GOAL

To provide effective leadership in the operation of finance functions and activities for the District.

SUPERVISES:

Assigned personnel

PERFORMANCE RESPONSIBILITIES:

*(1) Plan, administer, and control financial activities of schools and departments.

*(2) Direct the monitoring and oversight of charter schools financial activities.

*(3) Assist the division head in developing financial policies.

*(4) Supervise Finance staff and coordinate activities between units within business services.

*(5) Interpret and enforce Florida Statutes, Department of Education rules, District policies and procedures as they relate to financial matters.

*(6) Serve as liaison for auditors and Federal, State and local agencies regarding operations of the department.

*(7) Prepare financial reports and maintain appropriate records.

*(8) Maintain effective community relations and interpret finance matters to the community.

*(9) Assist in development of Board policies and administrative guidelines.

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*(10) Analyze and reconcile various general ledger accounts.
*(11) Prepare various journal entries for adjusting accounts.
*(12) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
*(13) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
*(14) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
*(15) Be knowledgeable of and adhere to Board Policies.
*(16) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
*(17) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
*(18) Represent the District in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
*(19) Monitor district compliance with applicable codes, rules and statutes.
*(20) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
*(21) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep supervisor informed of potential problems or unusual events.
*(22) Attend training meetings and conferences to promote professional growth and benefit the District.
*(23) Maintain expertise in assigned areas.
*(24) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
*(25) Develop appropriate Board agenda items pertaining to areas of responsibility.
*(26) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
*(27) Respond to inquiries and concerns in a timely manner.
*(28) Model and maintain high ethical standards.
*(29) Adhere to applicable safety standards.
*(30) Follow attendance, punctuality and proper dress rules.
*(31) Maintain confidentiality regarding school/workplace matters.
*(32) Serve on District, state or community councils or committees as assigned or appropriate.
(33) Perform other duties as assigned.

**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 Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 11

Adopted: 7/20/10
Revised: 5/19/15
Revised: 9/12/18 (Superintendent)
Revised: 11/15/19 (Superintendent)