



Flour Bluff Independent School District Job Description

JOB TITLE: Director of Finance

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 227

REPORTS TO: Chief Financial, Business & Operations Officer

DATE REVISED: 12/12

PRIMARY PURPOSE:

Under the direction of the Chief Financial, Business & Operations Officer, the Director of Finance assists in the daily implementation of established procedures and supervises in absence of the department head.

QUALIFICATIONS:

Minimum Education/Certification:

Bachelor's degree in accounting or finance related field.

Special Knowledge/Skills:

Advanced technical knowledge of school finance, budgeting and accounting systems.
Working knowledge of data processing systems and financial applications.

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: ADMINISTRATION and FISCAL MANAGEMENT

1. Supervises payroll processing.
2. Prepares or supervises general ledger entries which record daily/monthly/yearly business activity and/or correct coding and data entry errors.
3. Develop, implement, and periodically review accounting and cash handling procedures to maintain a high degree of internal control over district assets.

4. Ensures that all district fiscal practices adhere to G.A.A.P., T.E.A. Regulations and Board Policy.
5. Assists independent auditors in preparation and audit of yearly financial statements.
6. Performs cash flow analysis for all district bank accounts and maximizes investment income using authorized investment tools.
7. Prepares or supervises the following reports:
 - PEIMS financial/budget data
 - 1099 Informational Returns
 - Indirect Cost report
 - State and Local Sales Tax report
8. Prepares or supervises in the preparation of the following reports:
 - Federal Project reports
 - State Transportation report
9. Maintains a working knowledge of all district software and computer applications in the following areas:
 - General Ledger
 - Student Activity Accounting
 - Purchase Order encumbrance
 - Payroll/Personnel
 - Fixed Assets
 - PEIMS
10. Assists the Chief Financial Officer in preparation of the school budget and subsequent budget amendments.
11. Supervises in the reconciliation of bank accounts.

ROLE 2: SCHOOL RELATIONS

19. Review final payouts for payroll
20. Responsible for new vendor setup and maintenance of required vendor documentation
21. Responsible for the monthly tax collection and reconciliations
22. Under the supervision of the Chief Financial Officer, supervise and coordinate the day-to-day activities of the Business Office
23. Provides leadership in addressing challenges facing the profession; pursue professional development activities; disseminate ideas and information to other professionals.
24. Adheres to proper channels in communicating ideas, problems, etc.
25. Accepts and performs additional school-related assignments in a professional manner.
26. Regularly attends school board meetings.
27. Demonstrates effective oral and written communication skills.

28. Conducts daily activities and deals with other district employees in a positive, professional manner.
29. Maintains knowledge of current practices and trends relative to school district accounting by attending meetings and seminars, and by reading current literature.
30. Dresses and grooms in a professional manner.

ROLE 3: PERSONNEL MANAGEMENT

20. Define and evaluate job performance expectations of subordinate staff.
21. Trains and supervises school personnel in the establishment of standard procedures of handling student activity funds including the preparation of uniform reports.
22. Perform other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

May work prolonged or irregular hours, occasional districtwide and statewide travel

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.