



Pickens County Board of Education Job Descriptions

DIRECTOR OF FINANCE

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 Month

REPORTS TO: Assistant Superintendent of Administrative Services

QUALIFICATIONS:

1. Bachelor's degree (B.A.) from four-year college or university.
2. Certified Public Accountant preferred. See other requirements below.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Manages operational accounting and financial reporting functions for the school system
- Oversees paper flow of all accounting data to verify proper records are retained and individuals are informed.
- Assist business office personnel with annual audit preparation.
- Accounts for the financial transactions of the school system
- Ensures appropriate general ledger accounts.
- Verifies and directs all inputs of all journal entry requests.
- Prepares in a timely fashion financial reports, as directed by the assistant superintendent, for use by the board of education and/or committee of the board of education, or for use by the superintendent.
- Oversees accounting of school food service funds and review of required state accounting reports for all funds.
- Reviews file transactions (payroll, fixed asset, etc.).
- Assists district personnel with budget monitoring.
- Oversee and direct local school financial accounting personnel with regard to all financial accounting procedures and reporting documents.
- Maintain and annually update bank signature authority.
- Provide for proper internal control and accounting procedures.

- Prepare external reports to federal, state and regional governmental entities, such as the CPI reports and FTE system reports and the like.
- Supervises the annual audit to ensure a timely review of all documents and prepares the annual financial report.
- Reviews and directs the accounting procedures of all district funds and individual school funds such as student activities, athletics, food services, etc.
- Prepares and analyzes financial information for administrative level decision-making.
- Assists in managing district budget and monitoring line items and reporting on significant variances.
- Oversees the monthly reconciliation of all system bank accounts.
- Responsible for budget development, administration and long range financial planning for the system.
- Assists the superintendent and staff to analyze financial problems and develop solutions to problems which ultimately improve daily operations.
- Communicates financial information to the public by providing presentations to community organizations, etc.
- Participates with county and state organizations in staying abreast of school finance reform and other system related issues.
- Prepares documents and information related to school millage elections, bonding and other financial issues. Prepares and oversees the preparation of district financial reports. Ensures that report formats meet all state, local and system reporting requirements.
- Analyzes and approves capital equipment requests as allowed under local board of education policy.
- Serves as administrative liaison to the Finance Committee and Policy Committee.
- Prepares and submits tax resolutions for the Board. Ensures the timely transfer of funds from taxing authorities to the district. Monitors tax appeals and adjustments.
- Acts as sole conduit for Freedom of Information Act financial requests and responses.
- Ensures the timely submission of public advertisements required by law relating to the school system budget and capital improvement expenditures.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises employees in the Business Office, including payroll, benefits, purchase orders, food service, federal programs and others who have responsibilities relating to school system or school financial accounting.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Is responsible for the overall direction, coordination evaluation, and success of all success of all accounting functions.

