

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

DIRECTOR, Finance

QUALIFICATIONS

- Master's Degree with specialization in Accounting, Business Administration, School Administration, or a related field and Bachelor's Degree in Accounting, if Master's Degree is other than Accounting **OR** Bachelor's Degree in Business Administration, Business Management, or Accounting and designated as a Certified Public Accountant or Certified Government Finance Officer.
- Five (5) years' experience in public financial accounting, including at least three (3) years in a supervisory capacity.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Federal and Florida Law and State Board of Education Rules pertaining to school financial systems.
- Knowledge of administrative computer applications as related to departmental job functions.
- Highly skilled in the use of Excel.

SUPERVISION

REPORTS TO Chief Financial Officer
SUPERVISES Assigned Staff

POSITION GOAL

To establish and maintain an accurate and cost-effective system for the control, disbursement, and accounting of School Board funds, which will provide useful management information for the School Board and staff and which will be consistent with Federal and State requirements and generally accepted accounting principles.

PERFORMANCE RESPONSIBILITIES

1. *Direct the accounting functions of the School Board in a manner, which conforms to the Governmental Accounting Standards Board, the accepted standards of the accounting profession, and the rules of the State Board of Education.
2. *Assist with administering the financial, accounting, and reporting procedures of the District, including coordination of the handling of funds and long range financial planning.
3. *Assist with maintaining procedures and reports, which comply with the requirements of the Internal Revenue Service.
4. *Coordinate project accounting with the Facilities and Planning Department.
5. *Recommend changes in accounting procedures or systems, when such changes will be beneficial to the educational and financial programs.
6. *Maintain all financial records for the District.
7. *Assist with the development of the Annual School Budget.
8. *Assist with the projection of end of year revenues, expenditures, and fund balances.
9. *Direct the preparation of periodic financial reports, including the Annual Financial Report and Cost Report, as required by law, the State Board of Education, and the School Board.
10. *Direct the timely closing of all financial accounts in preparation for the Annual Financial Report.
11. *Provide for an efficient cash management and investment program for School Board funds.
12. *Provide monthly accounting of all income and expenditures to be summarized in the Monthly Financial Statement.
13. *Direct the reconciliation of all bank accounts maintained by the Board.
14. *Direct the maintenance of general, revenue, and appropriations ledgers on an encumbrance basis.
15. *Direct the work of the personnel assigned to the financial accounting unit. Provide instruction and training on a routine basis to keep personnel current with new requirements or procedures.
16. *Prepare departmental budget and forecast needs on an annual basis.
17. *Provide for the efficient and timely payment of vendors through the accounts payable system.
18. Perform other duties as assigned by the Chief Financial Officer.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	FLSA	BOARD APPROVED
AO-03-C \$85,120 - \$130,575	PeopleSoft Position TBD	<input type="checkbox"/> Applicable	May 15, 2018
District Salary Schedule	Personnel Category 06	<input checked="" type="checkbox"/> Not applicable	Previous Board Approval October 28, 1997
Months 12	EEO-5 Line 06		
Annual Days 258	Function 7500		
Weekly Hours 37.5	Job Code 1409	ADA Information Provided by Bill Kelly	
Annual Hours 1935	Survey Code 75020	Position Description Prepared by Bill Kelly	