

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### ASSISTANT DIRECTOR, Finance

#### QUALIFICATIONS

- Master's Degree with specialization in Business Administration, School Administration, or a related field, **OR**
- Bachelor's Degree with specialization in Business and designation as a Certified Public Accountant.
- Three (3) years experience in public financial accounting and supervision.
- 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.

**REPORTS TO** Director of Finance      **SUPERVISES** Finance Specialist 1, Finance Specialist 2, Property Accounting Specialist 1, Property Accounting Specialist 2, Property Accounting Clerk

### POSITION GOAL

***To assist in maintaining an accurate and cost-effective system for the receipt, control, disbursement, and accounting of all District funds, for the provision of useful management information for the School Board and staff, which will be consistent with Federal and State requirements and generally accepted accounting principles and to establish and maintain an accurate and effective systems for the acquisition of equipment owned by the School District.***

### PERFORMANCE RESPONSIBILITIES

1. \* Assist with directing the accounting functions of the District in a manner as to conform with the Governmental Accounting Standards Board, rules of The State Board of Education, and accepted standards of the accounting profession.
2. \* Assist with administering the financial affairs of the District, including coordination of the handling of all funds, accounting and reporting procedures, accounts payable, and long range financial planning.
3. \* Assist with maintaining procedures and reports which comply with the requirements of the Internal Revenue Service.
4. \* Serve as the custodian of all financial records for the District, and provide for the maintenance, deletion, or destruction of such records in the manner prescribed by law.
5. \* Recommend changes in accounting procedures or systems for the educational and financial programs.
6. \* Assist with the development of the Annual School Budget.
7. \* Supervise the preparation of periodic financial reports as required by law, the State Board of Education, and the School Board.
8. \* Assist with preparing the annual financial report.
9. \* Review State and Federal grant applications for compliance with applicable laws.
10. \* Act as security officer for accessing computerized financial records.
11. \* Provide for orderly and systematic files of financial records.
12. \* Provide instruction or training on a routine basis to keep personnel current regarding new requirements or procedures.
13. \* Supervise auditing of accounts payable vouchers for legality and propriety before payment.
14. \* Supervise maintenance of a property accounting system for all District tangible personal property equipment and coordinate activities for disposition of property when declared surplus or ordered removed from inventory by the School Board.
15. \* Supervise annual on-site property inventories and inspections.
16. \* Serve as purchasing agent for the District in the absence of the Director of Purchasing.
17. \* Assist in the preparation of the departmental budget and forecast needs on an annual basis.
18. Perform other duties as assigned by the Director of Finance.

*\*Denotes essential job function/ADA*

### TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES				ADA CODES	BOARD APPROVED
District Salary Schedule	PeopleSoft Position	TBA	Function	7500	2 TBA	October 28, 1997
<b>AO-04-D \$74,371 - \$114,082</b>	Personnel Category	6	Survey Code	75006	3 TBA	
M-12    D-258    H-1935	EEO-5 Line	6	Job Code	1403	4 TBA	