

Hyde County Schools

DIRECTOR - FINANCIAL SERVICES

NATURE OF WORK

Under limited supervision, performs highly responsible supervisory, administrative and fiscal control work for the School system. Work involves planning, coordinating, and directing all aspects of Schools financial management and administration. Employee is responsible for planning and directing the receipt, disbursement and accounting of Schools' revenues and expenditures, managing the investment of Schools funds, and assisting the Schools' Superintendent or his or her designee(s) in preparing the annual budget. Employee supervises a staff of professional, technical and clerical personnel. Reports to the Superintendent.

DUTIES AND RESPONSIBILITIES

Plans, organizes, directs and supervises operations of the Finance Division; directs and participates in the formulation and implementation of applicable finance policies, ensuring adherence to standard accepted accounting practices and principles, local and state fiscal regulations, and policies and procedures of the County Board of Education and State Department of Public Instruction; provides general advice, assistance and recommendations to the Schools' Superintendent, Board of Education and County Commissioners, and keeps them properly informed.

Assigns, directs and supervises activities of subordinate professional and technical accounting personnel, ensuring adherence to established laws, policies, procedures and standards; assists and advises subordinates, as necessary, resolving problems as non-routine situations arise; ensures subordinates receive orientation and continuing education as necessary to perform assigned duties and responsibilities.

Supervises the maintenance, control, and analysis of the fiscal operations of the School system; maintains adequate accounting records to document compliance with local, state and federal laws and ordinances; safeguards assets of the Schools through implementation of adequate internal control mechanisms.

Analyzes School programs and projects as outlined in budget, performing financial and programmatic reviews; assists in establishing measurable goals and objectives for appraisal standards in Schools' departments, programs, and projects.

Supervises the posting and balancing of Schools' ledgers, preparing payroll and related records, and maintaining Schools' purchase records, financial statements, and other related reports either by data processing or manual methods.

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Assists in the preparation of the annual School budget; aids department heads in preparing budget estimates and in determining costs for new, expanded or reorganized programs; implements approved budget; prepares budgets amendments as necessary, making appropriate ledger adjustments and estimating available fund balance.

Invests idle funds to ensure adequate return on investment while maintaining funds' safety; prepares periodic reports on Schools' investments and securities for presentation to the Superintendent, Board of Education and/or County Commissioners.

Oversees disbursement of School funds in accordance with officially established policies and procedures.

Assists Schools' department heads with financial matters as necessary; answers inquiries and explains policies and procedures.

Assists outside auditors in completion of annual Schools' audit.

Oversees preparation of comprehensive annual financial report.

Oversees maintenance of all accounting work on grants received by Schools, processing adequate records, reimbursements, code reviews, etc., to comply with applicable laws and ordinances.

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of accounting and auditing; reviews professional journals; attends association and professional meetings, and otherwise maintains contacts with professionals to facilitate exchange of information.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in accounting, business administration or a related field, with a master's degree preferred, and 6 to 9 years of managerial accounting experience, preferably in a governmental setting; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

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ESSENTIAL JOB FUNCTIONS

Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects.

Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, policies, etc. using prescribed formants.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics, statistical inference and statistical theory.

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of accounting and auditing including modern School System financial administration.

Thorough knowledge of Federal, State and local laws and policies concerning School System fiscal operations.

Thorough knowledge of the procedures of the County Board of Education and the State Department of Public Instruction.

Thorough knowledge of the operations of local government including taxation and other sources of revenue.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by

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professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends, and developments in the field of accounting and auditing.

Considerable knowledge of the principles of supervision, organization and administration.

Ability to maintain standard accounting and control measures for the School System.

Ability to effectively invest school funds.

Ability to develop and administer budgets.

Ability to plan, direct and coordinate the work of a technical and professional staff.

Ability to prepare clear and concise reports and to compile and analyze financial statements and reports.

Ability to operate standard office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to develop and implement effective financial policies.

Ability to effectively express ideas orally and in writing.

Ability to exercise considerable independent judgment and initiative in planning and directing an extensive fiscal control system.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

REPORTS TO: Superintendent

FSLA STATUS: Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.