

POSITION DESCRIPTION

TITLE: Financial Director

DATE:

DEPARTMENT: School

DATE REVISED:

DIVISION: N/A

POSITION SUMMARY: To administer the business affairs of the school in such a way as to provide the best possible educational services with the financial resources available. The Financial Director shall assist the School Administrator to carry out the policies and directives of the Board of Education.

SUPERVISION RECEIVED: Reports to the School Administrator

SUPERVISION EXERCISED: Supervises Financial Staff and Food Service Personnel

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 1) Primary responsibility shall be the financial management and accounting procedures of the school district.
- 2) Prepare, administer and monitor the annual school district budget in accordance with the program goals of the district.
- 3) Assist the School Administrator with budget development and long-range financial planning
- 4) Establish and supervise a detailed program of accounting and reporting the financial affairs of the school and provide adequate internal controls.
- 5) Oversee compliance reporting to federal, state, local, and private funding sources
- 6) Act as an advisor to the Superintendent on all questions relating to the business and financial affairs of the school.
- 7) Prepare and submit to the Superintendent such reports as the Superintendent may request or require.
- 8) Attend scheduled administrative/staff meetings
- 9) Supervise the collection, safekeeping and distribution of all funds
- 10) Act as payroll officer for the school
- 11) Assign duties to and supervise the work of the financial staff
- 12) Assist in recruiting, hiring, training, supervising, and evaluating financial staff
- 13) Arrange for internal auditing of school accounts
- 14) Administer the program for purchasing supplies, equipment and services. Approve check requests, and purchase requisitions.
- 15) Keep the superintendent advised of current salary information of the school
- 16) Keep the superintendent advised of the comparability of other schools
- 17) Complete necessary studies or obtain salary or related information requested by the board or superintendent.
- 18) Determine employees' placement on appropriate wage scales
- 19) Work closely and cooperatively with independent auditors as necessary.

- 20) Serve as liaison to the Tribal Benefit's Specialist.
- 21) Oversee and manage all tribal school programs
- 22) Meet with coordinators within the school on a regular basis to review program status.
- 23) Serve as a liaison to the Tribal Risk Management department, manage charter school work comp program
- 24) Manage the school's insurance programs for employees, property and students.
- 25) Operation and supervision of the district's food service program
- 26) Supervision of the food service staff
- 27) Direct the general operations and financial procedure of the food service program
- 28) Manage the school's free and reduced price federal breakfast and lunch programs
- 29) Manage the Child and Adult Food Program in accordance with federal guidelines
- 30) Health and safety standards compliance of the food program
- 31) Provide fiscal and technical assistance to principals, directors, coordinators, supervisors and staff on a wide range of issues including from broad to specific details of each program
- 32) Serves as a member of the school safety committee to ensure high standards of safety and security within the school.

PERIPHERAL DUTIES: All other duties as assigned by the School Administrator

DESIRED QUALIFICATIONS:

Education: Bachelor's Degree or higher in Business & Accounting

Experience: Minimum of 4 years experience in business with a general understanding of school finance

Knowledge:

Knowledge of business management and accounting procedures

Knowledge of software including American Fundware, QuickBooks Pro & Microsoft Office Professional.

Knowledge of laws governing both Federal and State grants received by the school.

Knowledge of the tribal accounting, purchasing and human resources procedures.

Knowledge and sensitivity to the roles of others in the organization

Skills and abilities:

Ability to maintain financial records and fiscal accountability Ability to communicate effectively with staff and administration Ability to utilize computers and software is essential Ability to manage time effectively

TOOLS AND EQUIPMENT USED:

Telephone, personal computer, adding machine, copy machine and FAX machine

PHYSICAL DEMANDS:

Physically and mentally capable to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

WORK ENVIRONMENT:

Work is performed in a typical office setting located in a school. Work includes attending meetings both within and outside the building. May include some travel including overnight and weekends. The noise level is usually moderately quiet, pleasant and comfortable with little or no exposure to injury or other health hazards.

SELECTION GUIDELINES:

Completed employment application and resume, if desired, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and requirements of the job change.

Signature _____ Date
(Employee)

Signature _____ Date
(Supervisor)

Signature _____ Date
(Director)