

Job Description

Job Title: **Finance Director**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **October 2016**

Job Code: **5032**
 FLSA Status: **Ex – A**
 Pay Range: **L 13**
 Work Year: **12 months**

SUMMARY: Responsible for ensuring the assets of the district are properly safeguarded, managed and accounted for. Responsible for managing the recording of all financial transactions within the district to include payroll, accounts payable, investment of district financial assets and oversight of all cash management activities. Works to continuously improve upon the soundness and compliance of district’s financial policies and procedures, develops and promotes positive relationships with various community and school clientele and responsible for the planning and directing of the financial reporting and controls of the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for initiating and implementing sound management practices to manage and direct the accounting, accounts payable, investment and payroll functions. Responsible for directing the accounting practices and policies of the district to ensure that all financial records are maintained in accordance with generally accepted accounting principles, Board of Education policies and federal, state and local laws or regulations. Responsible for staying abreast of new and proposed accounting principles, regulations and legislation. Responsible for ensuring the proper maintenance of control systems in order to safeguard district assets. Work to identify, adopt and implement prevailing business practices in order to improve operational efficiency and effectiveness.	D	20%
2. Responsible for the preparation of all financial statements, reporting and projection of balances and other necessary reports for submission to management, Board of Education and other regulatory and advisory agencies. Manage and analyze district financial data to ensure informed decision making, through the use of district information technology systems. Prepare and submit, in an accurate, complete and timely manner, all reports for the Colorado Department of Education.	M	15%
3. Responsible for the district’s cash management functions, including control of investment securities and cash flow analyses of all funds.	D	15%
4. Responsible for timely and accurate completion of the District’s Comprehensive Annual Financial Report in conformity with generally accepted accounting principles and Governmental Accounting Standards Board, monthly financial reporting, fixed asset accounting and other reports as necessary. Primary liaison with independent and governmental auditors.	D	15%
5. Responsible for assuring that the financial information system supports the district’s accounting requirements. Responsible for evaluating and developing enhancements to existing financial information systems and reporting in order to improve operational efficiencies, including the recommendation of new and innovative technology.	D	10%
6. Responsible for Board of Education policies pertaining to accounting and internal controls are implemented and enforced. Responsible for recommending and implementing changes as appropriate.	A	5%
7. Participates, as determined by the Chief Financial Officer, as a representative on district and out-of-district committees.	M	5%
8. Directs human resource activities for payroll, accounting and accounts payable staff; hire, direct, mentor, discipline, terminate; accordingly ensure professional development and conduct evaluations. May be responsible for review, approval and verification of reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	D	10%
9. Performs other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree from an accredited college or university in accounting, finance or related field.
- Master’s degree preferred.
- Minimum of five (5) years of experience in accounting. K-12 school district or governmental agency experience preferred.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Certified Public Accountant certification preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong interpersonal relations, communication and analytical skills and abilities
- Intermediate microcomputer and spreadsheet (Microsoft Excel) skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Knowledge of and ability related to management, accounting and multi-tasking.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Financial Officer	3091

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Accountant	2	3052
	Business Services Financial Manager	1	070912
	Payroll Manager	1	080527

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Assist the CFO in development of the department budget for Financial Services.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feel			X	
Reach with hands and arms		X		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	