

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title: Assistant/Area Superintendent, Business & Finance **Job Code:** 75003
Job Classification: 02 Non-Instructional, Dist. Based Admin. **EEO Line:** 05
Job Class Category: D Administrative Personnel **Job Description Supplement Code:** 4
Reports to: Superintendent **Salary Locator:** Support Schedule 5

PCSD position that falls under this description is Chief Financial Officer

SUMMARY:

The Associate Superintendent, Business & Finance, assists the Superintendent substantially and effectively by providing leadership, direction, and oversight in developing, coordinating, and maintaining fiscal and administrative services to facilitate successful educational programs and related support services throughout the District.

QUALIFICATIONS:

- (1) Master's degree in educational administration and supervision, business administration, accounting or related field
- (2) Certified Public Accountant
- (3) Minimum of five (5) years successful experience in business management, accounting or educational administration
- (4) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read, interpret, and enforce Florida statutes, State Board rules and School Board policy.
- (2) Ability to demonstrate administrative and technical expertise in multiple areas including budget, finance, accounting, auditing, risk management, purchasing, investments, warehousing and distribution, energy management, and food services.
- (3) Ability to use effective public relations skills
- (4) Ability to effectively use PC/mainframe computer software and hardware
- (5) Ability to plan and present information to the public
- (6) Ability to effectively use problem-solving skills
- (7) Ability to analyze and accurately project FTE for the District
- (8) Ability to prepare and administer the District budget
- (9) Knowledge of group dynamics
- (10) Skills in consensus building
- (11) Strong oral and written communication skills

SUPERVISES:

Director of Food Services
Director of Purchasing
Director of Business & Finance

PERFORMANCE RESPONSIBILITIES:

- (1) Direct and coordinate the planning, implementation and evaluation of fiscal services necessary for the efficient operation of the school system. These services include the following: financial services, financial accounting, accounts payable, financial reporting, payroll, purchasing, cash receipts, property control, food services and risk management.
- (2) Assume control and accountability for all business service functions
- (3) Direct the preparation and administration of the annual District budget
- (4) Coordinate and manage financial planning for the District
- (5) Participate in the process of developing the District's compensation plans
- (6) Prepare agenda items for Board meetings
- (7) Provide leadership in the development of the District budget and adherence to TRIM guidelines
- (8) Oversee RFP's or bids as necessary in business services
- (9) Direct District's cash management program

- (10) Assist in the acquisition and disposition of School Board owned real property
- (11) Oversee Food Service operations
- (12) Oversee the District's risk management program
- (13) Assist other tradesmen or perform duties in conjunction with other trades
- (14) Follow established safety rules and regulations and maintain a safe and clean working environment.
- (15) Perform other incidental tasks consistent with the goals and objectives of this position as directed.
- (16) Supervise the preparation of financial reports
- (17) Oversee the required audit of internal accounts
- (18) Oversee and monitor the district's FTE state audits
- (19) Oversee the operation of the warehouse and purchasing process
- (20) Review budgets of departments and schools
- (21) Provide overall supervision of the district's investment program
- (22) Provide vision and leadership for implementation of technology in fiscal, food, and procurement services
- (23) Assist in the preparation of and conduct collective bargaining negotiations
- (24) Serve as a member of the Superintendent's Management Team
- (25) Work to maintain effective community relations and interpret financial matters to the community.
- (26) Assist in the development of School Board policies and administrative guidelines
- (27) Provide information to the Superintendent and Board on the financial status of the school district and the wide use of its resources through sound business management practices.
- (28) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their impact on the district
- (29) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action
- (30) Prepare all required reports and maintain all appropriate records
- (31) Provide coordination of activities between units within the fiscal services department and assist the Superintendent in coordinating activities between departments
- (32) Manage the district's employee benefits program
- (33) Enhance fiscal services by serving on local committees, visiting schools and making presentations.
- (34) Oversee the district's energy management plan
- (35) Perform the accounting functions for all capital projects including contract documentation posting of entries to project spreadsheets for payment of contractor invoices and change orders, retainage payable, and asset valuation
- (36) Prepare the section of the annual financial report that relates to capital projects
- (37) Prepare and submit monthly State of Florida Office of Educational Funding (OEF 442) reports, request for encumbrances for State funding, and cash disbursements from the OEF.
- (38) Prepare depreciation schedules for the annual financial report on the NEFEC fixed assets
- (39) Administer the school district risk management activities in coordination with the NEFEC risk management supervisor and the NEFEC risk management executive committee
- (40) Perform other incidental tasks consistent with the goals and objectives of this position as directed

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

June 2005
Amended: June 3, 2014