

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

**Job Title:** Director, Business & Finance      **Job Code:** 75005  
**Job Classification:** 02 Non-instr., District-Based Administrators      **EEO Line:** 06  
**Job Class Category:** D Administrative Personnel      **Job Description Supplement Code:** 6  
**Reports to:** Assistant/Area Supt., Business & Finance      **Salary Locator:** Support Schedule 4

### SUMMARY:

Under the Direction of the Assistant/Area Superintendent, the Director of Business & Finance assists in the management and maintenance of all accounting records and payrolls for the school District. Provides information and resources to others; achieves defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established PCSD guidelines.

### QUALIFICATIONS:

- (1) Master's Degree in business administration, accounting, or related field
- (2) Certified Public Accountant, preferred
- (3) Minimum of five (5) years' 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 and interpret documents such as policies, financial reports and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Skyward Financial Management and Human Resources systems and Skyward inventory system.
- (3) Thorough knowledge of principles, methods and practices of accounting and payroll processing
- (4) Knowledge of modern business management practices, accounting systems, and payroll processing
- (5) Knowledge of the use of computer technology including the use of accounting software, word processing and spreadsheets
- (6) Knowledge of statutory and regulatory requirements in areas of responsibility
- (7) Ability to prepare financial reports
- (8) Skill in supervising employees
- (9) Ability to organize and manage workload

**SUPERVISES:** Accountants, Account Clerks, Payroll Clerks, Employee Benefits Specialist and Secretary, Business & Finance

### PERFORMANCE RESPONSIBILITIES:

- (1) Prepare the annual financial report for the District for submission to the District School Board of Putnam County and the Department of Education.
- (2) Assist in preparing and presenting the District's annual budget.
- (3) Coordinate and manage the function of paying for supplies, materials, equipment, and services, including payroll.
- (4) Supervise electronic data entry of all accounting functions.
- (5) Review and recommend action on budget amendments submitted by schools and departments.
- (6) Prepare budget amendments for Board approval.
- (7) Assist schools in complying with applicable laws and rules dealing with the school's internal accounts.
- (8) Receive payments made to the District and issue receipts, make deposits and transfer monies for payroll and accounts payable.
- (9) Prepare all required reports and maintain all appropriate records.
- (10) Assist in developing District policy and procedures relating to finance and administration.

- (11) Monitor and report on the financial status of the District.
- (12) Provide technical assistance to schools and departments in preparing and maintaining budgets and in accurate accounting of expenditures.
- (13) Prepare or assist in the preparation of financial reports as required by State and federal agencies having jurisdiction over public school funds.
- (14) Prepare or assist in the preparation of monthly financial reports.
- (15) Assist in the preparation of grant applications.
- (16) Assist in the required audit of internal accounts and work with the accounting firm contracted with to provide internal auditing services.
- (17) Administer the functions of financial services, including financial accounting, budgeting accounts payable, financial reporting, payroll, and purchasing and cash receipts.
- (18) Conduct follow-up activities to remedy internal audit report findings of an adverse nature.
- (19) Provide assistance with financial planning for the District.
- (20) Coordinate with other administrators in converting the District's comprehensive educational plan to an annual and long-range budget plan.
- (21) Provide financial data and assist in administering agreements resulting from collective bargaining.
- (22) Serve as a member or alternate member of the Board's negotiating team.
- (23) Supervise assigned personnel, conduct annual performance appraisals, and recommend appropriate personnel action.
- (24) Prepares the departmental Annual Comprehensive Educational Plan and Budget
- (25) Advise and make recommendation to the Chief Financial Officer on financial matters
- (26) Assist in the development of administrative guidelines for financial services
- (27) Assist in the development of policies related to financial services
- (28) 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.
- (29) Provide Director of Maintenance/Facilities with up-to-date budget reports and other information for capital projects.
- (30) Prepare the section of the annual financial report that relates to capital projects.
- (31) Prepare and submits monthly State of Florida Office of Educational Funding (OEF 442) reports, request for encumbrances for State funding, and cash disbursements from the OEF.
- (32) Prepare capital projects budget for each school year.
- (33) Prepare depreciation schedules for the annual financial report on the NEFEC fixed assets.
- (34) Assist state and federal auditors in procuring any information necessary to audit the financial records for The District.
- (35) Maintain ledger files, receipt books, and records of expenditures to accounts.
- (36) Assist in preparation and submission of the District cost report in accordance with State Board rules and Florida statutes.
- (37) Prepare monthly reconciliation of DOE cash advance distributive aid report for the District's federal funds.
- (38) Provide financial services, including, but not limited to, budgetary accounting and financial reporting.
- (39) Assume responsibility for posting and balancing monthly financial accounting transactions for the District.
- (40) Prepare monthly financial statements for the District School Board.
- (41) Assist in preparation of monthly bank reconciliations for District funds.
- (42) Prepare monthly and quarterly financial reports, as required by the District School Board.
- (43) Assist with accounts payable, as needed.
- (44) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as 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 2013

Amended: May 20, 2014