

## **Director of Finance Job Description**

### **Basic Function:**

Under the direct supervision of the Chief Financial Officer, oversees the Accounting Department and is responsible for maintaining all financial records of the payroll and accounts payable systems and for related financial reporting. This position is responsible for establishing and monitoring internal controls over financial transactions. Other responsibilities include all bank reconciliations, preparing the annual audit report, maintaining and reconciling payroll staff listings, working with the development of the payroll budget, maintain employee leave accounting. This position oversees a staff of seven employees including one administrator (Payroll Coordinator).

**Salary Range:** \$60,961 - \$85,907 248 Days

### **Responsibilities:**

#### **Payroll/Fringe Benefits/Employee Leave Accounting**

- Review all payroll forms and update staff listings.
- Work with payroll coordinator and payroll staff to process payrolls.
- Prepare and submit all reporting related to payroll.
- Prepare initial payroll staff listings with proposed budget changes to salaries and benefits for the new year.
- Maintain compliance with the Affordable Care Act through reporting and monitoring payroll on a monthly and annual basis. Work with Human Resources to prepare and distribute 1095C Forms to individuals and to e-file the annual report with the IRS.
- Process annual W-2 forms.
- Review and upload employer fringe to the general ledger monthly.
- Review fringe benefit payments monthly.
- Work with Benefits Administrator to reconcile monthly payroll deductions.
- Process all employee deduction refunds and adjustments.
- Serve on Sick Leave Bank Board to review and advise on leave request.
- Maintain employee leave records and reporting.
- Review long-term leave forms and docks monthly.
- Calculate and process annual Teacher Attendance Incentive for unused personal days and sick days.

#### **Cash Management**

- Prepare all monthly bank account reconciliations.
- Review and/or prepare all cash transfers between bank accounts.
- Ensure bank balances are adequate to meet expenditures throughout the year.
- Reconcile cash balances and monitor cash flow between bank accounts.
- Daily review of bank account transactions online.
- Review and verify all bank drafts.

#### **Accounts Payable/Accounts Receivables**

- Work with accounts payable staff to process payables weekly.

- Review accounts payables and travel expenditures weekly.
- Assist in reconciling any vendor accounts in dispute with accounts payable clerk.
- Prepare and review Spending Transparency reporting for check registers and procurement card transactions to be loaded to the website.
- Review monthly sales and use tax report.
- Review recording of all procurement card transactions to be posted.
- Process and maintain records for state teacher supply check.
- Prepare annual 1099 forms.
- Review receivables weekly.
- Maintain credit card machines/software in schools.

### **Procurement**

- Review and approve all purchase orders.
- Report any discrepancies in payables with the Procurement Code to the Procurement Director.
- Work with the Director of Procurement on any issues with payables.

### **Public Employee Benefits Administration (Retirement, Insurance, Deferred Comp)**

- Prepare budget to meet changes with retirement and insurance rates.
- Work with Chief Operations Officer and Human Resources to hold meetings annually with employees nearing retirement. Include representatives from Public Employee Benefits Administration, SC Deferred Compensation, our Tax Sheltered Annuity providers, and local financial advisors.
- Serve as administrator of 403b plans for compliance with IRS regulations.
- Work with planwithease.com, our third party provider for 403b plans.

### **Annual External Audit**

- Work with the CFO to close the year for the annual audit.
- Assist the Fiscal Services Administrator with closing out of Grants Accounting Processing System claims for the State, direct Federal claims, and direct local claims.
- Book fringe benefits allocation to food service fund.
- Determine that state 85% funding requirement has been met.
- Prepare supporting schedules as needed for the audit report.
- Review and reconcile audit draft to the district's general ledger.
- Work with auditors as needed.

### **District Training & Continuing Education**

- Meet all required continuing education for self and staff.
- Provide opportunities for seminars and conferences which would benefit the staff in their positions.
- Hold training sessions as needed with Fund Custodians and Principals.
- Hold training sessions annually with all school and department bookkeepers.
- Provide new bookkeepers with individual training from our staff.

### **Miscellaneous**

- Prepare, review and approve adjusting journal entries as required.
- Maintain and update the district's business software, as needed.
- All other endeavors with a financial impact on the district, as needed.