

# LAURENS SCHOOL DISTRICT



*Where students become ethical and productive citizens by achieving excellence, embracing innovation, and forging new traditions.*

## VACANCY ANNOUNCEMENT

- POSITION: Director of Finance
- LOCATION: District Office, Laurens County School District 56
- WHEN: beginning July 1, 2019
- DEADLINE FOR APPLICATION: March 22, 2019\*
- LENGTH OF CONTRACT: 240 days per school year

### **Qualifications:**

- Bachelor's degree in business administration, accounting, finance or a related discipline, or any equivalent combination of education and experience that provides the required knowledge, skills and abilities. Master's and/or CPA preferred.
- Minimum 5 year's professional accounting/financial management experience. Preference given to experience in a public school setting.
- Working knowledge of governmental accounting preferred.
- Extensive knowledge of finance, revenue administration, and other phases of fiscal management and budget control required.
- Knowledge of the principles, methods and practices of accounting, including GAAP required.
- Working knowledge of SmartFusion, PCS, SDAC, G5, PMS, and SDE GAPS preferred.

### **Demonstrated ability in**

- Leadership
- Organizational skills and initiative
- Effective written and verbal communication
- Interpersonal relations
- The use of SmartFusion, data processing and spreadsheets.
- Performing duties with awareness of all federal, state and district requirements and policies

### **Responsibilities**

- Assesses, formulates and implements financial plans, policies and procedures for the District.

- Oversees the preparation of financial records, reports, ledgers, and budgets in order to provide for the accurate and timely transmission of required data to appropriate state and federal agencies.
- Prepares and processes all District grant expenditure reports.
- Works with District staff to ensure compliance with all federal, state, local and district regulations and policies.
- Oversees internal audit procedures and controls.
- Establishes and supervises a program of budgetary control; manages banking, investment and bond financial services; manages daily cash flow.
- Makes appropriate entries to close out the books for the fiscal year and assimilates materials for the annual audit.
- Coordinates with staff to prepare the District's annual General Fund Budget for presentation to the School Board for adoption.
- Monitors all other special revenue budgets to ensure coordination with the General Fund budget and maximum use of available resources.

*Interested persons may apply by submitting a letter of interest along with a complete resume with references to:*

Ruth L. Green  
Director of Human Resources  
211 North Broad Street  
Clinton, SC 29325  
[hr@lcsd56g.com](mailto:hr@lcsd56g.com)

\*We reserve the right to consider applications already on file, or applications received after the above deadline if deemed necessary.

**AN EQUAL OPPORTUNITY EMPLOYER  
Laurens County School District 56**

**Does not discriminate on the basis of race, national origin, religion, age or disability.**