



JOB DESCRIPTION

FINANCE MANAGER

Purpose Statement:

Under the direction of the Chief Finance Officer, the Finance Manager assists in planning, coordinating, and maintaining the financial activities of the District. Assists in fiscal compliance, performs in-depth analysis, forecasts, financial reporting, and assists with various advanced governmental accounting activities. Assists in examining components of school district financial activities for accuracy, compliance with district policies and procedures, applicable external laws, regulations, and guidelines, and with generally accepted accounting principles and accounting standards. Assists in development and monitoring of accounting and internal control systems. Assists in developing and implementing solutions to financial challenges.

The Finance Manager reports to the Chief Finance Officer.

Essential Functions

- Assist the Chief Finance Officer and the Accounting Manager of Budgeting & Capital Improvements in the planning, coordinating, and overseeing the school district's financial activities.
- Assist the Chief Finance Officer and Accounting Manager of Budgeting & Capital Improvements in the planning, coordinating, and monitoring of debt service activities. Assists with arbitrage reporting and continuing disclosure requirements.
- Perform in-depth analysis of the school district's financial activities, budget verses actual, and trend data.
- Assists in implementation and monitoring of goals, policies, and procedures relating to financial management, accounting, and/or payroll. Notifies Chief Finance Officer of any concerns that warrant further review and/or research and provides recommendations for improvement.
- Responsible for monitoring revenues / expenditures, cash flow, and performing various forecasting activities.
- Responsible for monitoring and maintaining the cash collection system, pupil activity accounting, and food service accounting.
- Responsible for assisting schools with pupil activity reporting and assisting schools when bookkeepers are on extended leave of absence.
- Responsible for reconciling and recording cash with county and other federal, state, and local revenue.
- Reconciles bank statements and prepares journal entries as necessary.
- Prepares various financial reports for management and Board of Trustees.
- Responsible for Medicaid administrative claiming, general ledger reporting, petty cash reconciliations, balance sheet reconciliations, cash management, pupil activities, preparing and reviewing journal entries, balancing and reconciling accounts, and preparing and reconciling reports and spreadsheets.
- Assists payroll staff with monthly payroll as needed.
- Monthly cash position analysis and local revenue analysis.
- Responsible for setting up new accounts (excluding special revenue funds) and cash receipt

types.

- Assist the Food Service Contract Administrator with providing training, monitoring, and reporting of Smart Snacks compliance.
- Assists with summer registration, online payment system, and state teacher supply reimbursement processes.
- Work in coordination of the Chief Finance Officer and Accounting Manager of Budgeting & Capital Improvements in maintaining the integrity of the accounting processes, internal controls, budgeting, and adhering to generally accepted accounting principles and accounting standards.
- Work in coordination of the Chief Finance Officer and Accounting Manager of Budgeting & Capital Improvements in preparation of the external audit, year-end financial statements and reporting.
- Responsible for the oversight of legal, fiscal compliance, and board policies and procedures for areas assigned.
- Responsible for the oversight of all payroll activities, various financial activities (General Fund, Food Service, Pupil Activities, etc.), and reconciliations.
- Assists the Chief Finance Officer and Accounting Manager of Budgeting & Capital Improvements with budget development.
- Assists in collecting, analyzing, and reporting data to support alternative solutions to management challenges; maintains trend data and prepares graphs, charts, and reports to provide visibility of program activities.
- Serves as the liaison with the district's banking institution and County Treasurer.
- Supervise, train, and evaluate the performance of direct reports.
- Respond to inquiries / questions from the SC Department of Education.
- Adheres to all financial deadlines and ensures financial activities are completed in a timely manner and in accordance with GAAP, federal, state, and local regulations.
- Reviews and approves payroll registers, 941's, W2s, journal entries, and bank reconciliations.
- Oversees the preparation of various financial reports for management and Board of Trustees; notifies Chief Finance Officer of concerns that warrant further review and / or research and recommendations.
- Responsible for maintaining and reconciling general ledger and balance sheet(s) for General Fund, Food Service Fund, and Pupil Activity Funds.
- Assists the CFO with the process of Requests for Proposals for banking, external audits, online payment systems, Food Service Management Company, etc. and reviews bids and make recommendations regarding selection of service providers.
- Assist in developing and administering various workshops to assist district employees.
- Makes presentations of financial information as needed to a variety of audiences.
- Assists Insurance & Benefits staff in reconciling insurance liability accounts.
- Provides guidance and assistance to school and department personnel concerning financial activities and assists in building and maintaining positive relationships with schools and departments.
- Reviews various forms, reports, correspondence, financial reports, investment reports, etc.
- Maintains current knowledge of accounting principles, applicable laws, and regulations; maintains current information on new accounting principles, methods, trends, and advances in the accounting profession.
- Provide assistance to other employees, departments, and/or schools as needed.
- Responsible for special projects as assigned by Chief Finance Officer
- Other related duties as assigned by the Chief Finance Officer.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform advanced governmental accounting and financial analysis in a school district environment, with a need to routinely upgrade skills in order to meet changing job and governmental accounting principles and standards. Specific skills required to satisfactorily perform the functions of the job include: advanced, high level accounting and analysis. Operating standard office equipment including utilizing pertinent software applications; efficiently planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; conducting quality control of work products; collecting and analyzing complex data; communicating effectively with various stakeholders; and preparing and maintaining accurate and timely records and reports.

KNOWLEDGE is required to perform advanced governmental accounting and financial analysis, review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: application of generally accepted accounting principles and GASB standards, analysis, pertinent laws, codes, policies, and/or regulations; development of highly technical report formats; management of information systems terminology, concepts, and practices; and use of specific software such as accounting software, etc.

ABILITY is required to perform advanced governmental accounting and financial analysis. Abilities required to satisfactorily perform the functions of the job include: perform advanced governmental accounting, analysis of various finance data, taking initiative, providing leadership, direction, and team building; communicating with persons of varied educational backgrounds; establishing and maintaining effective working relationships with individuals from diverse professional backgrounds; working independently under time constraints to meet deadlines and schedules; organizing and communicating information and concepts; setting priorities; working as part of a team; analyzing situations and making accurate decisions; working with multiple projects; dealing with frequent interruptions and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality, meeting defined deadlines; and facilitating communication between persons with frequently divergent positions. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; and work with data of varied types and/or purposes. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines, and problem solving with equipment is limited.

Responsibility

Independently perform advanced governmental accounting duties adhering to generally accepted accounting principles, GASB standards, federal, state, and local regulations. Perform financial analysis, prepare comprehensive reports, and provide recommendations. Interpersonal skills using tact, patience, and courtesy to others. Principles and practices of management and supervision. Establish and maintain cooperative and effective working relationships with others. Provide training, appropriately supervise, and evaluate personnel. Meet schedules and timelines. There is opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: limited lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience and Education

Requires a bachelor's degree in Accounting, master's degree in Accounting preferred. Requires seven years of experience in any combination of the following: advanced governmental accounting, financial management, financial analysis, budgeting, and debt service reporting. Governmental accounting experience required. Experience must include five years in a supervisory capacity. Possess high level skills in collection and analyzing complex data, evaluating information and systems, and drawing logical conclusions required. Excellent written and oral communication skills required. Must be proficient with Microsoft Excel, Word, and PowerPoint. Must be able to work with data that is sensitive and confidential. Maintain all organizational and professional ethical standards.

Required Testing

Pre-employment TB Test

Certificates & Licenses

Certified School Business Official preferred

Continuing Educ. / Training

Member of SCASBO, GFOA, etc.

Clearances

Satisfactory SLED (SC Law Enforcement Division) report; outstanding references from current and former employers

FLSA Status

Exempt

Salary Grade

Administrator Salary Scale