

# Clarendon School District 1

## Finance Director (130)

### JOB POSTING

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#### **Job Details**

<i>Title</i>	<b>Finance Director</b>
<i>Posting ID</i>	<b>130</b>
<i>Description</i>	<b>Clarendon School District One</b>

The Finance Director is the chief financial executive of the school district and as such serves as the principal advisor to the Superintendent in matters related to finance, budget, and procurement. The Finance Director provides leadership for the following: financial management, facilities, and administrative management of office systems and procedures.

#### **Knowledge, Skills, & Abilities:**

- Knowledge of and ability to understand and interpret applicable policies, state statutes, and federal guidelines, including South Carolina Statutes, Capital Improvement Funding, governmental accounting principles, cost accounting systems, and School Board policy.
- Knowledge of budgeting procedures and financial and business operations for school districts.
- Ability to prepare agenda items, and present and defend them to the School Board on a monthly and/or quarterly basis.
- Ability to use data-driven decision making to determine effectiveness of various programs and initiatives and develop strategies for improvement.
- Knowledge of the teaching/learning process in the school setting.
- Ability to oversee implementation of sound budgeting process.
- Ability to work collaboratively with others and facilitate group consensus.
- Knowledge of state-of-the-art research and best practices in areas of responsibility.
- Ability to represent the District at state and regional functions.
- Ability to motivate, lead, and challenge a team, and establish goals, objectives and action plans to achieve district goals.
- Ability to communicate effectively with a variety of audiences orally and in writing, including electronic media.

#### **Minimum Qualifications:**

- A minimum of 3 proven years of successful experience in school finance.
- A Master's degree or higher preferred
- Experience with Infinite Visions Financial Software and all State level finance systems (GEMS, GAPS, etc.)
- Certified School Business Officer and/or CPA License preferred but not required.

**REPORTS TO:** Superintendent

**SUPERVISES:** Supervises and evaluates Business Office Staff, including payroll, benefits, purchasing, accounts payable, Transportation Director, and Director of Buildings and Grounds.

Clarendon School District One is an equal opportunity employer and does not discriminate on the basis of age, race, sex, color, disabilities, religion, or national origin.

<i>Shift Type</i>	<b>Full-Time</b>
<i>Salary Range</i>	<b>Per Year</b>
<i>Location</i>	<b>District Office</b>

**Applications Accepted**

*Start Date*

**05/05/2019**