

SPARTANBURG COUNTY SCHOOL DISTRICT TWO

JOB DESCRIPTION

TITLE: Chief Finance Office

FLSA: Exempt

GENERAL SUMMARY

Under limited direction manages the financial and business affairs of the school district to include the maintenance of financial books and records including budgeting, accounting, payroll, accounts payable, procurement, risk management, debt management, capital planning, and cash management. Establishes and maintains internal accounting controls and ensures financial compliance with State and Federal requirements. Provides interdepartmental support and serves as an information resource on financial matters. Assists the Superintendent in the development of strategic planning, policy development and implementation of objectives. Reports to the Superintendent

QUALIFICATIONS

Bachelor's Degree and five (5) years experience, major in accounting or business administration from an accredited college or university.

ESSENTIAL FUNCTIONS

- Directs, plans, coordinates, and implements a comprehensive financial management program for the school district in support of District strategic goals and operational/educational needs. Provides assistance to the Superintendent as needed to assess, formulate and implement plans, policies and procedures for the District.
- Plans, directs and monitors a program of budget control, budget development and long range financial planning for operations as well as for all capital projects. Prepares an annual budget estimating tax revenue and other revenue sources, calculates the principal and interest payments for appropriate period, and consults with County Auditor regarding setting of millage.
- Plans, organizes, directs and controls the daily financial status of the district, and takes action to protect, maintain, and/or improve procedures and processes where possible. Provides oversight for the District procurement program.
- Is responsible for district accounting functions which involves such duties as preparing all financial records, reports, ledgers and budgets, participating in internal controls, completing special projects, resolving questioned costs, ensuring compliance with Generally Accepted Accounting Principles, providing information to bid process, etc.
- Directs the district payroll activities which involves such duties as directing payroll preparation, maintaining employee salary information, verifying salary calculations, directing calendar year closing and compliance with Federal and State regulations regarding wage reporting, directing annual accruals, directing balancing process, resolving payroll problems, developing special payment programs mandated by the State and/or approved by the Board, etc.

- Supervises accounts payable activities and staff; directs the maintenance of vendor file and W- 9/1099 determination; directs processing of checks, analyzes accounts payable distributions and ensures proper allocation of funds, etc.
- Directs the preparation of the monthly budget report; compiles and produces revenue section of general fund budget materials; compiles and produces expenditure reports and materials; produces final budget documents; provides variance analysis for external audits, etc.
- Is responsible for cash management which involves such duties as providing information to banking firms during bid processes; making deposits and maintaining daily cash balance; directing custodian of funds; supervising preparation of monthly investment reports; forecasting short-term and long-term cash flow requirements; etc.
- pp acquisition, including determining timing for principal/interest payments, monitoring arbitrage, and all refinancing opportunities. Monitors debt capacity and debt millage. Works with County officials for all bond documentation. Recommends any debt issues and resolutions to Superintendent for Board approval.
- Supervises subordinate personnel staff which involves such duties as instructing, assigning and reviewing work, planning, allocating personnel, acting on employee problems, and recommending promotions and disciplinary action.
- Oversees internal audit procedures and controls.
- Manages grant programs for the District.
- Serves in an advisory capacity as a member of the Superintendent's Cabinet. Assists other District administrators as needed to respond to personnel related problems, needs, requests, issues, etc.
- Receives and reviews various records and documents such as budget information, accounting records, business documents, purchase orders, charts, graphs, etc.

MISCELLANEOUS

- Performs other related duties as required.

RESPONSIBILITY

- Responsible for the District/Departmental budgets.
- Supervises Departmental staff.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Physical demands are restricted to general office activities requiring movement/lifting items weighing up to ten pounds. Routine local travel required; occasional overnight travel required. Requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Duties of the job require frequent use of a computer monitor and related equipment.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

Shift Type:	Full-Time
Salary Range:	District Administrative
Location:	District Office

To apply for this position: <https://spartanburg2.tedk12.com/hire/index.aspx>