



# ORANGEBURG

## COUNTY SCHOOL DISTRICT

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<b>Job Title:</b>	<b>Assistant Superintendent for Finance</b>	<b>Job Category:</b>	<b>Administrative</b>
<b>Location:</b>			
<b>Salary Schedule:</b>	Administrative	<b>Position Type:</b>	Administrative 240
<b>Report to:</b>	Supt.	<b>Contract Days:</b>	
<b>HR Contact:</b>	Ernest Holiday	<b>Posting Date:</b>	Feb. 12, 2021
<b>Contact Number:</b>	803-534-5454	<b>Posting Expires:</b>	When Filled
<b>Applications Accepted By:</b>		<b>Start Date: TBD</b>	
<b>Please submit cover letter, resume, and application to AppliTrack at</b> <a href="https://www.applitrack.com/orangeburgcounty/onlineapp/default.aspx?Category=Administration">https://www.applitrack.com/orangeburgcounty/onlineapp/default.aspx?Category=Administration</a>			
<b>Essential Functions:</b> Plans, organizes, controls, and directs all programs and activities of the Financial Services Division, ensuring compliance with all applicable policies, procedures, laws and regulations.  Supervises the maintenance, control and analysis of District fiscal operations.  Supervises duties of assigned professional, supervisory and support staff; supervisory duties include instructing; assigning, reviewing and planning work of others; selecting new employees; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; recommending and approving employee discipline and recommending discharge as appropriate.  Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.  Provides for adequate staff training and development opportunities.  Participates in the development, implementation, and adherence to District adopted financial and administrative policies; initiates goals, policies, and procedures related to all financial matters.  Works with the management team and others in planning and implementing strategic plans for the future of the District.  Assists the Superintendent in interpreting the financial position of the District to the Board of Trustees, District staff and general public.  Forecasts revenues and expenditures for budget preparation and managerial decision-making purposes; monitors revenues and expenditures to ensure adherence to budget allocations.			



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Develops, monitors and controls the District's annual budget; serves as a budget control officer for the District.

Supervises the collection, safekeeping, investment and distribution of all funds.

Supervises payroll and purchasing functions.

Oversees the management of fixed assets.

Plans, coordinates and directs the installation of automated accounting systems and procedures.

Researches, compiles and presents financial and statistical data related to the finances and operations of the District.

Supervises the preparation of all financial reports as required by state and federal agencies.

Prepares Management Discussion and Analysis reports for the audit.

Supervises the development and monitoring of the District's internal control system.

Administers the District's property and casualty insurance programs.

Receives and responds to inquiries, concerns and complaints regarding financial issues, policies and procedures and division services.

Represents the District at various meetings as appropriate.

Prepares and/or processes budget request proposals, financial analyses, other financial and administrative reports, policies and procedures, performance evaluations, memos, correspondence, etc.

Operates a variety of equipment such as a computer, printer, copier, calculator, telephone, etc.; uses clerical, copier, computer supplies.

Interacts and communicates with various groups and individuals such as the Superintendent, subordinates, other District administrators and staff, school administrators and staff, Board members, State Department of Education personnel, elected officials, various councils and committees, financial institutions, insurance company representatives, and the general public.

Attends training, seminars and conferences, and conducts research to stay abreast of legislation and trends in public financial management.



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Reviews accounting transfers.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.

Performs related duties as required.



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