

McCormick County School District

Job Description

POSITION TITLE: Director of Finance

SUMMARY: Manages the financial and business affairs of the school district to include the management of financial records including accounting, payroll, accounts payable, procurement, budgeting, debt management, 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.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in Accounting, Finance, or related discipline
- A minimum of five years of experience in Financial Management or School Administration; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.
- Work experience as a finance officer in the educational field and a working knowledge of governmental accounting is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the Superintendent in the preparation of the budget and the presentation of the budget to the Board.
- Recommends plans and programs for effective budget control.
- Supervises a program of accounting and reporting of financial affairs for the district.
- Presents monthly reports to the Board on the financial condition of the district.
- Prepares financial reports required by local, state, and federal agencies having jurisdiction over public funds: (a) Board of Trustees (b) State agencies (c) Federal agencies
- Supervises a system for collection, investment, and distribution of district monies.
- Supervises the preparation and distribution of payrolls for the district.
- Supervises the accounts payable process and procedures for the district.
- Supervises the record keeping system for payroll services and accounting services.
- Serves as district liaison with the computer service center that provides business management services to the finance department.
- Arranges for the internal, independent auditing of the district and school accounts.
- Evaluates the performance of immediate subordinates.
- Makes appropriate recommendations to immediate supervisor.
- Performs such other tasks and assumes such other responsibilities as the Superintendent or Assistant Superintendent may from time to time assign or delegate.

ESSENTIAL FUNCTIONS:

In addition to the physical and mental capabilities implied by the responsibilities detailed above, the essential functions of Director of Finance include the following: reading, writing, hearing and speaking effectively, analyzing data, occasionally lifting/ moving items weighing up to 25 pounds, must have a valid SC driver's license and be able to drive to schools and business locations. Must have strong accounting and mathematical skills; along with analytical, communication, and organizational skills to perform duties.

The job of Director of Finance involves adapting to a changing educational environment and therefore while accurate, is not exhaustive. 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.

Terms of Employment: Salary to be determined by the Board of Trustees

Reports to: Superintendent

Days: 240

Salary Range: Please see our salary Schedule

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.