

## *Beaufort County School District*

### *Director of Fiscal Services*

**POSITION PURPOSE:** Under general supervision performs administrative and fiscal management duties involving responsibility for the operation and functions of the Finance Department of the school district.

**ESSENTIAL FUNCTIONS:**

Working with the Financial Services Officer and the Director of Budget and Procurement, assist in development of the District's annual budget.

Assist in the preparation, compilation, implementation, execution and monitoring of the operations budgets for the District.

Maintain comprehensive multi-year accounting for all CARES, CRRSA & ARP program expenditures.

Prepare and present comprehensive reports on all CARES, CRRSA & ARP program plans and expenditures.

Assist in the supervision, management and coordination of the operational activities of the Finance Department.

Assist in the supervision and monitoring of all periodic financial reports and documents.

Assist in the supervision of the closing of the financial statements and provide the external auditors with all accounting requests.

Compile and submit all revenue requisitions with outside agencies.

Oversee the maintenance of systems for centralized accounting on all funds.

Follow all federal and state laws and generally accepted accounting principles.

Assist the Chief Financial Officer and the Financial Services Officer with presentations to the Board of Education and the public.

**QUALIFICATIONS:**

Certified Public Accountant or a Master's degree in a related field such as business administration, accounting or related field.

**EXPERIENCE:**

At least five years of experience as a professional administrator with accounting experience of which two years are in a supervisory capacity.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

**DAYS PER YEAR:** 260

**SALARY CLASSIFICATION:** Paid on the Administrative Salary Schedule - Level 207

**APPLICATION PROCEDURES:** Must apply online at

<https://www.applitrack.com/beaufort/onlineapp/default.aspx?Category=Administrative+Staff&all=cat>  
by completing an "Administrative" application and adding this specific job to your online application.

**FLSA STATUS:** Exempt