

Spartanburg County School District 5

Director of Finance, 2022-2023 (2566)

JOB POSTING

Job Details

Title

Director of Finance, 2022-2023

Posting ID

2566

Description

POSITION: Director of Finance, 2022-2023

QUALIFICATIONS:

- Bachelor's Degree with a major in accounting or business administration from an accredited college or university required.
- Minimum of 3-5 years of experience in business related field, including at least five years' experience in an upper level management position

REPORTS TO: Chief Financial Officer

GENERAL SUMMARY:

Under direction of the Chief Financial Officer manages the financial affairs of the school district to include the maintenance of financial books and records including accounting, payroll, accounts payable, 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.

PERFORMANCE RESPONSIBILITIES:

- Monitors funds, accounts, account balances and related financial activity to ensure that allocations are accurate, related revenues are generated, expenditures are within budget limits and fiscal practices are followed. Sets up and maintains funds and accounts for budgets as prescribed by the State Department of Education.
- 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.
- Is responsible for district accounting functions which involves such duties as preparing reports, journal entries, budget transfers, program expenditure claims, etc. Participation in internal controls, completing special projects, resolving

questioned costs, ensuring compliance with Generally Accepted Accounting Principles.

- Supervises 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, annual accruals, 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.
- Reviews PCard transactions to ensure proper account coding and posting to the general ledger.
- Assists in the preparation of the periodic budget reports; compiles and produces expenditure reports and materials.
- Supervises subordinate staff which involves such duties as instructing, assigning and reviewing work, planning, allocating personnel, acting on employee problems, and recommending promotions and disciplinary action.
- Performs internal audits of school activity funds.
- Receives and reviews various records and documents such as budget information, accounting records, business documents, purchase orders, charts, graphs, etc.
- Operates general office equipment such as a copier, computer, and calculator.
- Performs other related duties as required.

WORKING CONDITIONS:

Office environment with no exposure to environmental conditions. 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.

Please upload a resume and cover letter

Contract Length: 235 Days

Salary: Administrative Salary Schedule

Statement of Non-Discrimination

Discrimination of all persons is prohibited with regard to employment and any other program or activity on the basis of race, religion, sex, national origin, age, color, immigrant status, English speaking status, or disabling condition in District Five Schools of Spartanburg County as required by Title IX of the Educational Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Civil Rights Act of 1964 as amended. Title IX Coordinator, Todd Hardy, Chief Administrative Officer (todd.hardy@spart5.net).

Shift Type

Full-Time

Salary Range

Per Year

Location

District Office

Applications Accepted

Start Date

09/27/2022

End Date

10/18/2022