

# Union County School District

## Director of Finance (346)

### JOB POSTING

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#### **Job Details**

*Title*

**Director of Finance**

*Posting ID*

**346**

*Description*

#### **QUALIFICATIONS:**

1. Bachelors's degree in Business Administration, Finance, or Accounting.
2. A minimum of four (4) years professional experience in one of the above fields, including at least one (1) year in a supervisory capacity.
3. Working knowledge of PCS, SDAC, and SDE GAPS preferred.
4. Knowledge of the principles, methods, and practices of accounting including GAAP preferred.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Superintendent

**SUPERVISES:** Finance Office and Food and Nutrition Services Personnel

#### **JOB GOAL:**

To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Assumes responsibility for budget development and long-range financial planning.
2. Develops and administers a program for purchasing supplies and equipment.
3. Coordinates facility utilization programs and supervises plant construction.
4. Establishes and supervises a program of accounting and reporting for the financial affairs of the district.
5. Supervises a program of budget control.
6. Assumes responsibility for the employment and job status of business office personnel.
7. Manages the district's real estate and insurance programs.
8. Supervises the development of monthly and annual financial reports.

9. Consults with the Superintendent and other personnel on questions relating to the district's business affairs.
10. Ensures the food services program is handled properly.
11. Works to maintain effective district-community relations, and interprets the financial concerns of the district to the community.
12. Oversees internal audit procedures and controls.
13. Makes appropriate entries to close out the books for the fiscal year and assimilates materials for the annual audit.
14. Supervises the collection, safekeeping, and distribution of all funds.
15. Assists in recruiting, screening, hiring, assigning, supervising and evaluating personnel for positions in the offices under his/her jurisdiction.
16. Compiles necessary statistical data for the preparation of the fiscal budget.
17. Oversees the preparation of financial records, reports, ledgers, and budgets in order to provide for the accurate and timely transmission of required data to appropriate state and federal agencies.
18. Negotiates contracts involving special facilities and programs.
19. Provides in-service training program for business office personnel.
20. Coordinates information and reports with the South Carolina State Department of Education Finance Division, South Carolina Retirement System, Employment Security Commission, and local governmental agencies.
21. Advises Superintendent and Board of Trustees on legislation, local assessed values, and other economic factors that may impact the financial outlook of the district.
22. Performs such other tasks as may from time to time be assigned by the Superintendent for the effective operation of the Business Division.

23. Monitor district's ability to issue general obligation bonds and works with financial advisor and bond counsel to facilitate the process.

24. Monitors compliance with all federal and state legislation, compliance, and all financial regulations.

**TERMS OF EMPLOYMENT:** Two hundred forty (240) days per year

**EVALUATION:** Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Administrative Personnel.

**How to Apply**

- Please send a resume and letter of interest to **Jeff Stribble**
- [jstribble@union.k12.sc.us](mailto:jstribble@union.k12.sc.us)
- Applications may be requested from and submitted to:

**Union County School District**  
**PO Box 907 Union, SC 29379**

*Shift Type*  
*Salary Range*  
*Location*

**Full-Time**  
**Per Year**  
**District Office**

**Applications Accepted**

*Start Date*                **09/26/2022**  
*End Date*                **12/30/2022**