



DIRECTOR OF FINANCE

JOB POSTING

ROLE: DIRECTOR OF FINANCE

LOCATION: CHARTER INSTITUTE AT ERSKINE

REPORTS TO: CHIEF OF FINANCE AND OPERATIONS

SALARY RANGE: \$65,000-\$80,000

FLSA STATUS: EXEMPT

START DATE: OCTOBER-NOVEMBER 2022

GENERAL STATEMENT OF JOB

Under the direction of the Chief of Finance and Operations, manages the financial affairs of the Institute to include the maintenance of financial books and records through bookkeeping, banking, reporting, preparing payroll, and financial data management. The Director of Finance establishes and maintain internal accounting controls and ensure smooth and compliant financial operation of the Institute, focusing on accuracy and transparency in accordance with federal and state laws and regulations. Provides interdepartmental support and serves and as information resource on financial matters. Assist the Chief of Finance and Operations in overseeing the operation of the Finance Department.

ESSENTIAL DUTIES AND 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 Institute, and takes action to protect, maintain, and/or improve procedures and processes where possible.
- Is responsible for Institute 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 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 Credit Card 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.
- Responsible for all General and Federal Fund accounting files in an orderly and systematic manner, including but not limited to, school accounting records, AP invoices, and employee files.
- Oversee for data collection from the Institute's accounting software for the Data Dashboard.
- Oversee all General and Federal Fund annual audit prep work, school policy review, and school compliance visits and audits.
- Oversee for the Institute's Pre-Authorization process for all General and Federal Funds.
- Assist with Federal Funds Reimbursement and Compliance.
- Assist with the Maintenance of Effort and Excess Cost reporting.
- Responsible for the annual In\$ite Reporting, ESSA Reporting, and Administration Cost Reporting.
- Assist with the Institute's Annual Financial Audit and Legislative Budget Request.
- Ensure the department webpages reflect the most current and accurate information.
- Perform additional related duties and fulfill responsibilities as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Accounting or Public Finance required.
- Proven experience organizing and directing multiple teams and departments.
- Extremely versatile and dedicated to efficient productivity.
- Strong written, verbal, and presentation skills.
- Proficiency with Microsoft Excel, PowerPoint, Word, and Outlook.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Frequent statewide travel will be required for this role, including school site visits, planning meetings, local and national conferences, training, etc. Overnight stays may be required.

CORE COMPETENCIES:

- Consistently represents the Institute in the most exemplary, positive manner by modeling the Erskine Philosophy in action, conduct, demeanor, and speech.
- Participates in staff meetings, trainings, conferences, and professional development sessions.
- Maintain confidentiality as required by the Institute and by law.
- Demonstrates a high degree of flexibility.
- Ability to thrive in a fast-paced work environment.



MOBILITY:

Primarily sedentary, able to sit for long periods of time.

PHYSICAL REQUIREMENTS:

Ability to speak, see and hear other personnel. Ability to communicate both in verbal and written form. Capable of using a telephone and computer keyboard. Able to lift up to 10 lbs. Ability to travel within the facility and to other locations. Frequent statewide travel will be required for this role, including school site visits, planning meetings, local and national conferences, training, etc. Overnight stays may be required.

ENVIRONMENTAL CONDITIONS:

Usual Office Setting (8 am to 5 pm – Monday through Friday)

AFFIRMATIVE ACTION (AAP/EEO STATEMENT)

The Charter Institute at Erskine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against based on disability.

DISCLAIMER

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee if hired. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.