



*Tradition. Excellence. Innovation.*

TITLE: Director of Finance

QUALIFICATIONS: Bachelor's degree in Accounting or Business  
Prefer SC School District Finance Experience

REPORTS TO: Chief Financial Officer

JOB GOALS: Responsible for ensuring sound financial practices and compliance with all applicable accounting and procurement guidelines of the school district.

PERFORMANCE RESPONSIBILITIES:

1. 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.
2. Assures that all funds are safely invested at the best yield and that these investments are properly recorded and accounted for and monitor Cash Flow. Includes maintenance of the SC Local Government Investment pool funds. (transferring funds, posting interest, etc)
3. Ensure all bank accounts and County Treasurer statements are reconciled in a timely manner.
4. Ensures that budgets are prepared properly and accurately.
5. Monitors the District's General Ledger including all adjustments in accordance with State and District policies, and Generally Accepted Accounting Practices.
6. Responsible for the preparation of monthly financial analysis and reporting.
7. Work with all grants and review all expenditure reports prior to submission to granting agencies and/or the SC Department of Education.
8. Approve all claims within GAPS system after entry by Federal Programs Accounting Assistant.
9. Approve all federal grant plans within the GEMS system after entry by Federal Programs Fund Manager and review by Federal Funds Accounting Assistant.
10. Monitor the fixed assets/inventory system to provide that items are properly recorded and depreciated.
11. Serve as District Liaison for External Audits and other State level audits.
12. Various general ledger functions including but not limited to: budget adjustments, maintain chart of accounts, creating new accounts, posting payments from County Treasurer/Auditor, generating district 7 invoices, and JROTC banking.
13. Ensure the successful completion of the annual external financial audit which includes the publishing of the Comprehensive Annual Financial Report.
14. Report General Obligation Debt as requested to the State Treasurer.
15. Complete and file Food Service Excessive Operating Balance to SCDOE as needed and work on spend down plan.
16. Create bank export file and upload to District's bank after each payroll.
17. Backup to Fund Accountant for check printing.
18. Manage Accounts Receivable notebook to include invoice maintenance.
19. Review deposits to ensure properly coded.
20. Miscellaneous year-end reconciling entries such as "Head of Unit" and other routine entries.
21. Review and modify procedures, as necessary, to ensure strong internal controls over the Student Activity Funds and District Accounting processes.
22. Ensure Finance staff are properly trained and cross trained. 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 actions.

23. Provide day to day operation support to all areas of the Finance Department such as Payroll, Accounts Payable, Procurement, Budgets, Benefits, etc.
24. Supervises the district payroll activities which includes 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, directing annual accruals, directing the balancing process, resolving payroll problems, etc.
25. Supervises accounts payable activities and staff; directs the maintenance of vendor file and W-9/1099 determination, directs processing of checks, etc.
26. Directs the preparation of the monthly financial report.
27. Provides variance analysis for external auditors.
28. Works in conjunction with Chief Financial Officer on CAFR compilation and submittal.
29. Directs the cash management system which involves such duties as providing information to banking firms during a bid process, oversight in making deposits and maintaining a sufficient daily cash balance, forecasting cash flow requirements and serve as a liaison to banking officials on behalf of the district.
30. Analyzes all Finance Department procedures to reduce inefficiencies yet maintain sound internal controls.
31. Performs other duties as assigned by the Chief Financial Officer.
32. Works with others in a consistently in a cooperative and respectful manner.

TERMS: 12 months

EVALUATION: Performance of this job will be evaluated annually in compliance with the Board's policy on evaluation and professional personnel.

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Employee's Signature

\_\_\_\_\_  
Date

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Supervisor's Signature

*REVISED November 2022*