

SPARTANBURG COUNTY SCHOOL DISTRICT TWO



TITLE: Director of Finance

FLSA: Exempt

GENERAL SUMMARY

Primarily responsible for assisting the Chief Finance Officer with fiscal affairs of the school district. This position establishes and maintains internal accounting controls and ensures smooth and compliant financial operations of the district, focusing on accuracy and transparency in accordance with federal and state laws and regulations. Provides interdepartmental support and serves as the information resource for financial matters.

REPORTS TO

Chief Finance Officer

SUPERVISES

Payroll, Accounts Payable, Procurement

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
- Responsible for accounting functions which involves such duties as preparing reports, journal entries, budget transfers, etc.
- Monitors the district's general ledger including all adjustments in accordance with State and district policies, and generally accepted accounting practices
- Assists in the preparation of the periodic budget reports; compiles and produces expenditure reports and materials
- Supervises staff which involves such duties as instructing, assigning, and reviewing work
- Work with all grants and reviews all expenditure reports prior to submission to granting agencies and/or the SC Department of Education.
- Approve all claims within the Grants Accounting Processing Systems (GAPS) after entry by Finance and Procurement Officer
- Approve all federal grant plans within the Grants Electronic Management System (GEMS) entered by Program Director and reviewed by Finance and Procurement Officer
- Responsible for Maintenance of Effort and Excess Cost reporting and School District Administrative Claiming (SDAC)
- Provide day to day operation support to all areas of the Finance Department such as Payroll, Accounts Payable, Procurement, Budgets, etc.
- Supervises the district's 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 the balancing process, resolving payroll problems, etc.
- Create bank export file and upload to district's bank after each payroll
- Supervises accounts payable activities and staff; directs the maintenance of vendor file and W-9/1099 determination, directs processing of checks, etc.
- Review monthly ledger reports and monitoring account balances

- Provides variance analysis for external auditors
- Work closely with the external auditors to ensure completion of the Annual Financial Audit
- Maintains and updates SC Educator (Formerly Professional Certified Staff - PCS) reports
- Ensures all bank accounts and County Treasurer statements are reconciled in a timely manner
- Completes various general ledger functions including but not limited to: budget adjustments, maintain chart of accounts, creating new accounts, posting payments from County Treasurer/Auditor, and generating district invoices for countywide programs
- Works with others in a consistently in a cooperative and respectful manner
- Performs other duties as assigned by the Chief Financial Officer

JOB SPECIFICATIONS

Education and Experience:

- Bachelor's Degree in business, accounting
- SC School District Finance Experience preferred

Knowledge:

Knowledge of the policies, procedures and activities of the school district which pertain to the specific duties and responsibilities of the position. Knowledge of the records, forms and reports which must be prepared and maintained.

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.

Shift Type:	Full-Time
Salary Range:	Administrative Contract
Location:	District Office

To apply for this position: <https://www.spart2.org/>

Spartanburg School District Two believes it has the obligation to provide the best administrative and supervisory personnel available for the district regardless of race, religion, sex (including pregnancy, childbirth, or any related medical conditions), color, disability, age (40 or older), genetic information, national origin, or any other applicable status protected by local, state, or federal law.