

Charter Institute at Erskine – Position Description

Title: Assistant Director of Finance
Department: Charter Institute at Erskine
Reports To: Director of Finance
Date Developed or Revised: 3/12/2024

Supervisory Responsibilities: None

Position Summary:

The Assistant Director of Finance provides support to the Finance Department through bookkeeping, banking, reporting, preparing payroll, and financial data management. The Assistant Director of Finance maintains all necessary and appropriate records, files, and processes to ensure the smooth and compliant financial operation of the Institute, focusing on accuracy and transparency in accordance with federal and state laws and regulations.

Essential Duties and Responsibilities

- Assist with keeping 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.
- Responsible for all General and Federal Fund financial duties including, but not limited to, Accounts Payable, Cash Receipts, Journal Entries, Bank Reconciliations, Transparency Reports and Budget Reports.
- Responsible for data collection from the Institute's accounting software for the Data Dashboard.
- Responsible for all General and Federal Fund annual audit prep work, school policy review, and school compliance visits and audits.
- Communicates procedures, guidelines, and training consistent with compliance with the Institute Fiscal Policies to departments and schools as needed.
- Responsible for the Institute's Pre-Authorization process for all General and Federal Funds.
- Assist Federal Funds Reimbursement and Compliance as necessary.
- Conduct reconciliation of school expenses, monthly and quarterly compliance reviews, and financial audits for all Federal Funds.
- 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.

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.

Minimum Qualifications

- Bachelor's degree in Accounting or Public Finance required.
At least one year of previous work experience. Experience with finance and accounting preferred.
- Extremely versatile and dedicated to efficient productivity.
- Strong written, verbal, and presentation skills.
- Proficiency with Microsoft Excel, PowerPoint, Google, Zoom, Word, and Outlook.

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.

Career Ladder: (Possible advancement to other positions): Director of Finance

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

Physical Requirements: 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 listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

My signature below confirms I have read, understand, and agree to adhere to the Erskine Philosophy, the department handbook for the position above, and this job description.

Employee Name (Printed)

Employee Signature

Date