



## **DORCHESTER SCHOOL DISTRICT TWO JOB DESCRIPTION**

**TITLE:** **Director of Finance**

**SALARY:** As determined by DD2 Classified Salary Schedule

**DEPARTMENT:** Finance

**LENGTH OF CONTRACT:** 245 days

**QUALIFICATIONS:**

1. Possesses a Bachelor's Degree in Accounting, Business or Finance.
2. Possesses a minimum of three years of experience in school or governmental accounting.
3. CPA license preferred.
4. Possesses strong collaboration and leadership skills.

**IMMEDIATE SUPERVISOR:** Chief Financial Officer

**JOB SUMMARY:** To administer the fiscal affairs of the district efficiently and expeditiously.

### **PERFORMANCE RESPONSIBILITIES:**

1. Directs all financial accounting and acts as supervisor of finance office personnel.
2. Provides advance warning of potential over expenditure of budgeted funds.
3. Cooperates with the auditors and provides information to them as requested, including review of draft financial statements and preparation of MDA.
4. Insures district compliance with all state and federal reporting requirements.
5. Assists Chief Financial Officer in preparation of annual and revised budgets.
6. Establishes approved budget for all funds on the computer and inputs all budget amendments to the computer as they relate to each fund.
7. Supervises monthly, quarterly or annual financial reimbursement requests for funding.
8. Assumes contact with project coordinators to assure a smooth daily operation of project activity in order to avoid any deficit spending.
9. Maintains contact with funding agency regarding amendments and reimbursement request.
10. Prepares monthly financial report for the Board of Trustees.
11. Examines and evaluates the adequacy and effectiveness of the District's system of internal control.
12. Assists in the refinement of the District's fixed asset accounting records.
13. Reviews journal entries to all funds as needed.
14. Assists in evaluating the banking procedures to ensure the school district's monies are properly secured and invested.

15. Works with food service liaison in reporting and maintenance of food service accounts.
16. Performs special duties assigned by the Chief Financial Officer.

**EVALUATION:**

There will be a written evaluation every third year, at a minimum, on the successful performance of job responsibilities.