

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Job Description

DIRECTOR OF FINANCE SERVICES
Finance Department

Salary Schedule: MGMT 1	Number of Work Days as Contracted – 12 Month Daily Work Hours: 7.5	FLSA Status - Exempt
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JOB GOAL: To be responsible for the business administration and fiscal operation of the School District

REQUIRED QUALIFICATIONS:

1. Bachelor's degree from an accredited institution in Accounting, Finance, or Business Administration
2. Florida Certified Public Accountant (CPA) certificate or Master's degree in Business Administration, Public Administration, or Business Management
3. Minimum of five (5) years of supervisory experience in the accounting field

DESIRED QUALIFICATIONS:

1. Previous experience in governmental fund accounting
2. Extensive management experience in the areas of finance, budget, and other related functions in a school system, government, or large corporation

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Communicate effectively with all stakeholders in written and oral form, including electronic media, using positive interpersonal skills
2. Organize, prioritize, manage and carry out duties efficiently and within established timeframes
3. Demonstrate ability to establish and maintain collaborative working relationships with all stakeholders
4. Demonstrate the ability to effectively use technology in daily work
5. Apply knowledge of governmental accounting, budgeting and financial reporting standards, Governmental Auditing Standards, Internal Revenue Code, Florida Statutes and State Board of Education rules
6. Demonstrate ability to prepare financial reports and budget reports

REPORTS TO: Chief Finance Officer

SUPERVISES: Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

Communication

1. Respond to taxpayers' questions about tax notices
2. Communicate effectively orally and in writing
3. Use effective communication strategies to interact with a variety of audiences
4. Maintain a network of peer contacts through professional organizations

Critical Thinking

1. Assist with determining the amount of District school tax levy necessary to provide the resources to accomplish the educational goals and programs of the Board
2. Provide for long-range programming, planning, and budgeting
3. Develop departmental plans and goals
4. Forecast capital outlay revenues for the Five Year Capital Outlay Plan
5. Use technology effectively

Proactive Orientation

1. Demonstrate initiative and proactive orientation to recognizing and resolving issues, concerns, or problems and develop processes or procedures to deal with them
2. Demonstrate initiative in fulfilling performance responsibilities

Facilitation

1. Use appropriate interpersonal styles and methods to guide individuals and groups toward task accomplishment
2. Facilitate problem-solving by individuals or groups

Continuous Improvement

1. Set high standards and expectations for self and others
2. Keep abreast of laws, regulations, and policies in assigned area of responsibility
3. Keep up-to-date and well-informed about trends and best practices in assigned area
4. Assist department staff in keeping up-to-date and well-informed about issues and changes in the area of responsibility
5. Assist school and District staff in keeping abreast of issues and requirements in assigned area
6. Promote and support the professional growth of self and others

Technical/Professional Knowledge

1. Oversee the development of the district's annual budget and its amendment and monitoring throughout each fiscal year
2. Oversees financial reporting to include monthly financial reports for the school board, preparation of the Comprehensive Annual Financial Report, Annual Cost Report and other financial reports required by local, state, and federal agencies
3. Plan, organize, and direct the activities of the Finance Services Department in a manner which conforms with the Governmental Accounting Standards Board, the accepted standards of the accounting profession, and the rules of the State Board of Education
4. Maintain a uniform system of financial accounting and reporting
5. Oversee the accounting of school internal funds at each of the schools in the district
6. Oversee the review of charter school proposals

7. Provide a District-wide administrative service which promotes greater operational efficiency and financial economy
8. Prepare School Board agenda items for a variety of required public filings, contract approval, budget adoption/amendment, resolutions, and other related items
9. Coordinate annual external audits by the Auditor General or external CPA firms
10. Develop, recommend and implement corrective actions relative to any financial deficiencies identified in those audits
11. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions
12. Provide consultation and training for administrators and other personnel

Constancy of Purpose

1. Serve on committees, councils, and/or task forces
2. Exhibit support for the District's vision, mission, goals, and priorities
3. Serve as a District representative at emergency shelters as determined by the Superintendent
4. Perform other duties as assigned

Managerial

1. Oversee the related functions of finance including federal programs accounting and reporting, property inventory accounting, accounts payable, accounts receivable, cash management and investments, capital projects and debt service program
2. Maintain an effective system of internal control procedures to adequately safeguard Board assets

Decisiveness

1. Deal with confidential information
2. Make and share decisions in a timely manner
3. Respond immediately to emergency situations