

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Administrative JOB DESCRIPTION

Senior Manager, Finance

Department: Finance Services

Job Code: TBD

FLSA: Exempt Non-Exempt

Salary Schedule: Mgmt 8A

Reports To: Director of Finance Services

Work Days: 245 Days

Board Approved Date: October 15, 2013

Work Hours: 7.5 hours a day

JOB GOAL: Responsible for providing oversight and overall planning and coordination of specific finance departmental functions with an emphasis on accounting, capital projects, grants, accounts payable and/or payroll . This includes direct supervision of staff and ensuring day-to-day operations are performed in accordance with related policies, procedures and regulations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Assist with directing and coordinate, through subordinate supervisory personnel, activities of workers performing financial and accounting functions to ensure compliance with all related regulations and policies and meet required deadlines.
2. Provide direction to and supervise assigned personnel, conduct annual performance appraisals, make recommendations for appropriate employment actions, and develop training for assigned staff.
3. Assist in the fiscal operation of the District, including developing and monitoring fiscal policies, procedures, and internal audit controls to ensure compliance with all applicable federal, state, and local rules, regulations, and statutes, including Board policies.
4. Develop required schedules and reports as needed by internal stakeholders and external agencies.
5. Research regulatory and statutory changes impacting district operations and recommend changes to reporting and/or departmental procedures to ensure compliance.
6. Prepare reports for Superintendent, Chief Finance Officer, School Board members and Department of Education.
7. Respond quickly to emergency situations and serve as a district representative at emergency shelters as determined by the Superintendent.
8. Provide backup to the department where needed.
9. Perform other duties as assigned.

Additional duties as assigned with a focus on one or more of the following areas:

Accounting

- Review reconciliations of general ledger accounts, subsidiary ledgers and bank statements monthly and annually
- Prepare and review accuracy of monthly, quarterly and annual reports including CAFR and Cost Report
- Prepare the monthly and annual District budget and financial statements
- Manage cash flow and debt service payments

Grants

- Review, monitor and audit of Grants revenue and expenses for compliance with funding source regulations
- Review and approve journal entries to maintain balanced accounts in Grant funds
- Prepare and submit timely Grant reports to appropriate state and federal agencies

Capital Projects

- Review, monitor and audit Capital projects and related invoices, purchase orders and contracts
- Review reconciliation of capitalized asset purchases and fixed asset files

Budget

- Monitor the planning, organizing and controlling of all aspects of District Budget functions in compliance with District policies, state and federal regulations
- Review and monitor accounts to budget
- Approve amendments to budgets for requests to make purchases
- Assist in balancing budget for district and schools
- Develop budget materials for District, schools and public use

Accounts Payable

- Monitor the planning, organizing and controlling of all aspects of District vendor payment functions in compliance with District policies, state and federal regulations
- Develop programs for reviewing, monitoring and auditing of invoices and related purchase orders and contracts

Senior Manager Finance

District School Board of Pasco County

Revised: DATE(s)

Page 1

Created: October 16, 2013

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Administrative JOB DESCRIPTION

- Review the processing of invoices and ensure disbursements by payment types for timely payment to vendors
- Monitor follow up on unpaid invoices for resolving issues
- Monitor the maintenance and submission of 1099 information

Payroll

- Monitor the planning, organizing and controlling of all aspects of District payroll functions in compliance with District policies, union contracts, state and federal regulations
- Monitor the maintenance and submission of monthly reports as required by outside agencies
- Plan activities to meet department timelines for producing scheduled payrolls and special payroll checks
- Review the preparation and submission W-2 forms for all employees and 941 quarterly payroll tax returns

Treasury

- Develop forecasts of District revenues and cash needs
- Make recommendations regarding operating and long-term capital funding needs including innovative financing structures that safely maximize return
- Make recommendations regarding investment of District's cash balances in accordance with the District's investment policy
- Serve as staff liaison with the District Investment Oversight Committee
- Manage issuance of the District's debt such as general obligation bonds, tax anticipation notes, certificates of participation and/or other evidences of District indebtedness to support the cash needs of the District's current operations as well as its capital construction program
- Manage the District's relationship with depository institutions, including the reporting of Florida Public Depository Program information
- Coordinate the financial aspects of the Five Year Capital Plan
- Coordinate the development and management of the financial aspects of the capital budget

MINIMUM REQUIREMENTS:

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of Government finances, policies and regulations
- Ability to communicate effectively, orally and in writing, including electronic media
- Ability to organize, prioritize, manage and carry out duties efficiently and within established timeframes
- Advanced Excel and Microsoft Office skills

EDUCATION, TRAINING & EXPERIENCE:

- Bachelor's Degree in Accounting, Finance, Business or related field
- Five or more years of demonstrated experience performing accounting, auditing or related financial activities
- Experience supervising personnel

PREFERRED QUALIFICATIONS:

- CPA, CGFM, CFA, CTP or Master's degree in Accounting, Finance or Business Administration
- Five or more years of previous experience in a similar position in government accounting

SUPERVISORY RESPONSIBILITY: Direct supervision of assigned personnel. Responsibilities include planning, assigning, and directing work; addressing complaints and resolving problems; training employees; evaluating performance; and interviewing, testing, hiring, and assignment of personnel.

PHYSICAL REQUIREMENTS *(Describes physical conditions of this position):*

"X"

X	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
---	----------------	---

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Administrative JOB DESCRIPTION

Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
Heavy Work	Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITY:

(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)

R	Sitting	Resting with the body supported by the buttocks or thighs.
O	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
S	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
S	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
S	Bending	Lowering the body forward from the waist.
S	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
S	Kneeling	Bending legs at knee to come to a rest on knee or knees.
S	Crouching	Bending the body downward and forward by bending leg and spine.
S	Crawling	Moving about on hands and knees or hands and feet
S	Twisting	Moving body from the waist using a turning motion.
F	Reaching	Extending hand(s) and arm(s) in any direction
O	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward exerting up to 10 pounds of force
O	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 10 pounds of force.
O	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles exerting up to 10 pounds of force.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
O	Grasping	Applying pressure to an object with the fingers and palm.
S	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
F	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Administrative JOB DESCRIPTION

WORKING CONDITIONS:

(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)

	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
X	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
	Respirator	The worker is required to wear a respirator.
	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
	Other	

MACHINES, TOOLS, EQUIPMENT:

(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)

General office equipment, including personal computers, fax machines, copiers, telephones, etc. May be required to drive to schools on occasion.

Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.