DISTRICT SCHOOL BOARD OF PASCO COUNTY

JOB DESCRIPTION

FINANCE SERVICES MANAGER

QUALIFICATIONS:
(1) Bachelor’s Degree in Business Administration, Accounting, or related field from an accredited institution.
(2) Experience in administration and/or supervision.
(3) Prefer prior experience in governmental accounting.

KNOWLEDGE, SKILLS AND ABILITIES:

REPORTS TO:
Director of Finance Services

JOB GOAL
To assist in the administration of the District’s finance office and functions.

SUPERVISES:
Accounts Payable Specialist
Payroll Specialist
Budget Specialist
Accounting Specialist
Accounting Specialist for Construction
PLACE Specialist (before and after school care)
BCE Student

PERFORMANCE RESPONSIBILITIES:

Technical/Professional Knowledge
* (1) Plan, organize, and direct the activities related to accounting, budget, accounts payable, payroll, PLACE accounting, and construction accounting.
* (2) Participate in planning for developing the annual District budget.
* (3) Work closely with information services to plan for the development of computer programs needed by Finance Services.
* (4) Assist in preparing the annual District school budget.
* (5) Assist with the development of computer programs.
* (6) Assist with the preparation of the SATSY and cost report.
* (7) Assist with balancing general ledgers.
* (8) Assist with the preparation of the comprehensive annual financial report.
FINANCE SERVICES MANAGER (continued)

* (9) Develop and maintain a system of cash management.
* (10) Administer a system for the control of fixed assets, (land, buildings, tangible personal property) from the date of acquisition to the date of disposition.
* (11) Assist in the coordination of the reconciliation of special journals, subsidiary ledgers, and cash.
* (12) Prepare monthly financial reports for Board approval.
* (13) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
* (14) Fulfill all requirements of the District and state relative to position.

Communication
* (15) Communicate effectively with school and District personnel.
* (16) Provide information to the Director of Finance Services to ensure the efficient and effective operation of assigned functions.
* (17) Communicate effectively with department personnel to ensure accurate information and clear direction of efforts.
* (18) Generate and assist in the preparation of computer reports for all finance users, state auditors, and community members.

Proactive Orientation
* (19) Deal with confidential information.
* (20) Demonstrate initiative in performing responsibilities.
* (21) Provide leadership for the department.
* (22) Assist in motivating others to perform at a high level.

Critical Thinking
* (23) Assist in developing the Department’s Continuous Improvement Plan.

Continuous Improvement
* (24) Set high work standards for self and others and encourage meeting those standards.
* (25) Keep updated on legislation and rules that affect financial services.
* (26) Assist with the training for school bookkeepers and secretaries.
* (27) Keep well informed about trends, programs, computer packages, and other pertinent areas related to assigned functions.
* (28) Provide opportunities for staff to participate in staff development activities related to assigned functions.

Facilitation
* (29) Work with the office of the Auditor General staff to facilitate the audit function.
* (30) Act as liaison between Financial Services and Information Services.
* (31) Use appropriate interpersonal styles and methods to guide others toward task accomplishment.

Managerial
* (32) Assign priorities and duties to assigned departments.
* (33) Coordinate work flow between departments.
FINANCE SERVICES MANAGER (continued)

* (34) Assist in the maintenance of project files and special accounts.
* (35) Prepare special reports and records.
* (36) Prepare work files to document comprehensive annual financial report figures and notes to financial statements.
* (37) Supervise the preparation of budget amendments.
* (38) Prepare or oversee the preparation of all required reports.
* (39) Maintain accurate and thorough accounting records.

Constancy of Purpose
* (40) Exhibit commitment to the vision and mission of the School District.
* (41) Perform other incidental tasks consistent with the goals and objectives of this position.

Decisiveness
* (42) Make and share decisions in a timely manner.
* (43) Respond quickly in an emergency situation.
* (44) Address personnel problems promptly and directly.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:
Salary and benefits shall be paid consistent with the District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

Board Action _______________
Approved _______________
Revised _______________