

# 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:

Knowledge of computer design techniques and system usage. Knowledge of fund accounting and accounting business computer systems. Knowledge of financial and program cost accounting and reporting for Florida schools. Knowledge of governmental accounting, finance, budgeting, payroll, and property management systems. Experience in cash management. Ability to prepare financial reports. Ability to supervise personnel. Ability to communicate effectively orally and in writing. Ability to read and interpret Florida statutes, State Board rules, and Department of Education rules.

#### 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** \_\_\_\_\_