

ST. JOHNS UNIFIED SCHOOL DISTRICT #1 JOB DESCRIPTION

TITLE: Finance Director

QUALIFICATIONS:

1. Four year degree.
2. School finance and office technology experience desirable.
3. Other such qualifications as Governing Board may deem appropriate.

SCOPE OF RESPONSIBILITY:

1. Assist the District Superintendent in any and all areas as he may direct.
2. Supervise the District Office staff in providing an accounting system with the proper information for the control of the District's finances.

IMMEDIATE

SUPERVISOR: Superintendent

JOB RESPONSIBILITIES:

1. Supervise the management of the financial affairs of the District.
2. Assume responsibility for gathering and assembling budget data and provide long range financial planning, (all within State guidelines).
3. Establish and supervise a program of accounting adequate to record in detail, all financial transactions in accordance with the Uniform System of Financial Records System, Arizona Education Code Title 15, and Board Policy.
4. Approve and code, by State mandated budget codes, all purchases made by the District as budgeted to indicate responsibility by fund, function, budget unit and object code.
5. Act as payroll auditor for the District and produce a regular and timely payroll.
6. Act as accounts payable auditor for the District, and insure that all bills are paid promptly.
7. Supervise the distribution of budget funds. Furnish for the Board, Superintendent and Principals accurate and timely records of up-to-date expenditures and remaining fund balances.
8. Manage the District real estate and insurance programs.
9. Administer the financial areas of the District support services (food service, federal programs, etc.) Assist Cafeteria Manager in seeing that National School Lunch Program guidelines are followed and monthly reports are completed in a timely manner.
10. Assist Transportation Director to insure that all transportation reports are completed, and submitted timely and accurately (to include; both route and contract miles).

11. Administer a budget control system for the District. Receive and review all requests for purchases and keep expenditures within their adopted budgets. Notify Principals and Supervisors regularly of their budget balances so that they can prioritize their remaining funds in order not to over expend their budgets. Direct purchase requests to the vendor offering the best quality purchase for the best price.
12. Establish and maintain supply, property and equipment inventory systems. Maintain records of all capital assets belonging to the District. Identifying each item by number and usage location within the District. Insure that the District complies with GASB 34 regulations and requirements.
13. Act in conjunction with the Superintendent on all questions relating to the business and financial affairs of the District.
14. Work with auditors during all audits of school accounts, and correct any and all noted deficiencies in a timely manner.
15. Monitor revenue and cash controls.
16. Assist in, or oversee, all District bidding procedures as outlined in the bidding and procurement policies. Insure that the State guidelines as to bidding practices on qualifying purchases are strictly followed.
17. Attend all regular Board meetings (special meetings as needed).
18. Act as custodian of all records, including contracts, titles, books of records, etc.
19. Maintain a District Revolving Fund.
20. Coordinate use of District equipment and facilities. Insure that non-school entities have sufficient insurance in place and that they pay the facility usage fees as outlined in Board policy.
21. Attend such conferences as necessary to keep abreast of the latest financial procedures.
22. Prepare State and Federal reports as required.
23. Render a full annual financial report at the end of each fiscal year.
24. Maintain good rapport and work directly with the County School Superintendent and County Treasurer as necessary.
25. Advise the Superintendent on all matters of strategic significance affecting finance and business affairs of the District.
26. Perform such other duties as may be assigned from time to time.

TERMS OF EMPLOYMENT:

1. Employed on a twelve-month basis.
2. Salary established by the Governing Board.

EVALUATION:

An evaluation will be conducted annually in accordance with Governing Board Policy.