

## **BUDGET AND FINANCE DIRECTOR**

### **GENERAL RESPONSIBILITIES:**

1. Reports to the Assistant Superintendent, Business Affairs
2. Directs the activities of payroll, accounts payable, accounts receivable, general accounting, cash management, internal accounts, budget, staff allocations, property control/disposition, and workers' compensation.
3. Prepares financial reports and documents for submission to the State Department of Education.
4. Coordinates the activities of all external financial auditors and acts as a liaison between the district and the State Auditor General's office.
5. Acts in supervisory capacity in the absence of the Assistant Superintendent, Business Affairs.

### **SPECIFIC RESPONSIBILITIES:**

1. Directs the school district's general accounting activities including financial reporting, federal accounting, construction accounting, debt service administration and internal accounts compliance.
2. Develops and maintains cash flow projections and maintains the district's investment portfolio.
3. Develops and directs payroll reporting procedures, pay period and pay dates and maintains fiscal accountability for all payroll disbursements including salary deductions, reductions and the withholding of taxes.
4. Implements sound accounting practices and provides general oversight for all departmental and school internal accounting and budgeting activities.
5. Reviews and authorizes all salary reductions for income shelter programs; monitors and enforces school board policy with regard to continuation of tax reduction programs.
6. Directs the development of the annual budget.
7. Conducts a variety of statistical and managerial studies of expenditure patterns, leave accrual, sick leave usage and other special financial reports.
8. Prepares a monthly financial report and the annual financial report as required by state statutes.
9. Supervises and evaluates all personnel assigned to the Department of Budget and Finance.
10. Performs other duties as assigned by the Assistant Superintendent, Business Affairs.