

**FINANCIAL SERVICES DIRECTOR AND BOARD TREASURER**

**REPORTS TO:** Superintendent of Schools

**SUPERVISES:** Associate Director, Accounting, Supervisor, Tax Collection, Supervisor, Payroll, Accounts Payable Clerical Staff, Insurance Clerical Staff ,Federal Programs Clerical Staff, Secretary, Financial Services, Mail Clerk

**JOB FUNCTION:** Administers the accounting, payroll, tax collection and attendance functions of the school district in such a way as to ensure compliance with appropriate laws, regulations, and rules as adopted by the board, the state, or other governmental agency.

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinates the function of the division with all other divisions of Central Office, and with the schools.
2. Administers, through the Associate Director of Accounting and other staff members, the records and control of receipts and expenditures under the limitations set forth in the Board’s approved budget and according to rules set forth by funding sources.
3. Administers, through the Associate Director of Accounting and other staff members, the preparation of periodic financial reports, claims for reimbursement, and the publication of reports as required by law or regulation.
4. Administers, through the Supervisor of Payroll and other staff members, the accounting and record keeping in the Payroll Department.
5. Administers, through the Supervisor of Tax Collection and other staff members, the collection of such taxes as approved by the Board.
6. Invests idle funds consistent with liquidity needs and the Board’s investment policy.
7. Administers, through the engagement of the fiscal agent and bond counsel, the issuance and retirement of bonded indebtedness as approved by the Board.
8. Assists the Associate Director, Financial Planning/Budgeting in the preparation of the budget.
9. Disseminates procedures for school activity fund accounting.
10. Supervises records and reporting of Trust Funds.
11. Plans for future needs in business office equipment and procedures.
12. Establishes and maintains a division training program to improve employee performance.
13. Performs other duties as assigned by the Superintendent.

**EDUCATION AND EXPERIENCE:** Master’s Degree or an evaluated private-sector equivalent. At least five years of current (within the last 10 years) experience in school business administration or other appropriate private-sector experience.

**LICENSES AND OTHER REQUIREMENTS:** None.

I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.

Date: \_\_\_\_\_ Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_