

## **SPECIAL PROGRAMS DIRECTOR**

### **MAJOR JOB RESPONSIBILITIES:**

1. Prepare, for approval of the Board of Education, the budget for all federal, state, and locally funded restricted or specially designated programs.
2. Ensure that the district complies with all federal, state, and local rules and regulations regarding the district's receipt and expenditure of restricted monies.
3. Direct the operations of the Special Programs department.
4. Report directly to the Assistant Superintendent of Business.

### **FUNCTIONS:**

1. Assist Program Directors and the Director of Grants Procurement in developing the financial portion of funding proposals for federal, state, or local grants.
2. Assist Program Directors in preparing annual budgets for their program(s) and in monitoring their actual results versus budget during the period of the program.
3. Direct the preparation of interim and final financial reports for federal, state, and local agencies.
4. Direct the preparation of all billings to federal, state, and local funding agencies.
5. Direct the preparation of year end audit work papers and reports related to restricted programs for purposes of audited financial statements and the Single Audit Report.
6. Analyze and interpret interim and year end Special Programs' financial reports and budgets for the Board of Education, Superintendent, and Assistant Superintendent of Business Affairs.
7. Cooperate and coordinate with the Director of Budget, Director of Finance, and other district personnel in the preparation of the district's budget for the approval of the Board of Education.
8. Keep current on federal, state, and local rules and regulations to ensure that district accounting procedures meet appropriate standards.
9. Perform other duties as assigned by the Assistant Superintendent of Business Affairs.

### **QUALIFICATIONS:**

1. Bachelor degree in Business Administration with a major in Accounting. Other appropriate Bachelors degree may be substituted.
2. Two or more years of financial supervisory experience.
3. Four or more years of financial accounting experience, preferably with at least two years in a governmental accounting area.
4. Familiarity with federal and state regulations related to the financial accounting for restricted grants.
5. Current knowledge of governmental accounting field through involvement in professional associations, continuing professional development, advanced degree work, etc.
6. Ability to plan, organize, direct staff so that budget and financial reporting deadlines are met.
7. Above average people and communication skills to assist instructional personnel in meeting the goals and objectives of their programs.