**BUDGET AND FINANCE DIRECTOR**

**GENERAL RESPONSIBILITIES:**

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

**SPECIFIC RESPONSIBILITIES:**

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