**SPECIAL PROGRAMS DIRECTOR**

**MAJOR JOB RESPONSIBILITIES:**

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

**FUNCTIONS:**

* Assist Program Directors and the Director of Grants Procurement in developing the financial portion of funding proposals for federal, state, or local grants.
* 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.
* Direct the preparation of interim and final financial reports for federal, state, and local agencies.
* Direct the preparation of all billings to federal, state, and local funding agencies.
* 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.
* 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.
* 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.
* Keep current on federal, state, and local rules and regulations to ensure that district accounting procedures meet appropriate standards.
* Perform other duties as assigned by the Assistant Superintendent of Business Affairs.

**QUALIFICATIONS:**

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