VACANCY

TITLE: SUPERVISOR OF FINANCIAL SERVICES

REPORTS TO: ASSISTANT SUPERINTENDENT OF FINANCE AND OPERATIONS

POSITION SUMMARY

This position has the responsibility to assist in the administration of the district’s business affairs and to provide the maximum educational services within the financial resources available. Provides and manages services to LEA’s. Supervises the accounting staff, assists with the annual budget process, financial reporting, cash flow analysis, annual audits and grant reviews.

PRINCIPLE DUTIES AND RESPONSIBILITIES

(These duties and responsibilities are judged to be "essential functions" in terms of the Americans With Disabilities Act or ADA)

- Assists with the preparation of the annual budget, budget changes, expense transfers and general maintenance of budgets.
- Prepares monthly cash flow analysis and reports to the Board. Adjusting journal entries to keep the general ledger and trial balance up-to-date.
- Maintains financial records for federal and state grant projects while protecting confidentiality of all records of the district.
- Provides guidance to accounting staff, reviews accounting processes and reports for internal control purposes, prepares annual evaluations, and coordinate’s department software implementation and updates.
- Ensures sound internal controls within the district, the business office, and other miscellaneous programs producing cash flow.
- Approves purchase requisitions, purchase orders, timesheets, and invoices.
- Monitors outgoing monies and reviews invoices and other supporting documentation for payment.
- Provides Business Manager Services to local district including: budget preparation / evaluation, assisting with union negotiations, annual audit reviews, third-party service contracts, manages bond and cash flow borrowing activities, handles employee benefit contracts/complying with Health Insurance Reform Act, and monitors trial balance quarterly.
- Monitors investments and other district funds. Transfers and invests funds to meet district financial needs.
- Responsible for AAESA annual financial audit including FID reporting to MDE.
- Performs other related duties as directed by supervisor.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

RECOMMENDED EMPLOYMENT QUALIFICATIONS

EDUCATION: This position requires knowledge equivalent to that which normally would be acquired through a Bachelor’s degree (B.A.) from a four-year college or university in accounting, business administration, finance or related area; and/or equivalent combination of education and experience.
SUPERVISOR OF FINANCIAL SERVICES

**EXPERIENCE:** This position requires a minimum of three to five years of related experience in an accounting position. At least two years of related experience in an administrative position is preferred.

**SUPERVISORY RESPONSIBILITIES:** This position has management or supervisory responsibilities. Establishes and monitors timelines or short-term goals. Supervises a small group of employees, but does not have hiring or firing authority. Exercises independent judgment within accepted school practices and guidelines.

**CERTIFICATES, LICENSES, OR REGISTRATIONS:** Business Manager Certification and/or CFO Certification (MSBO) or ability to obtain certification is required.

**OTHER KNOWLEDGE, SKILLS, AND ABILITIES:**
(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

**REQUIRED:**
1. Requires moderate interpersonal and communication skills to occasionally communicate with staff, clients, or the general public external to AAESA. Interactions are to clarify internal or external inquiries to ensure needs are met.
2. Duties and responsibilities require a moderate degree of analysis, reasoning, problem solving, and initiative. Work tasks provide some opportunity to leverage practical solutions, but most work is standardized.
4. Knowledge of computer systems such as Microsoft Office Suite and other relevant software programs and their application.
5. Knowledge of accounting software programs and their application.
6. Demonstrated competence in the area of accounting systems.
7. Strong demonstrated leadership skills with the ability to motivate and inspire others.
8. Strong demonstrated interpersonal skills to communicate effectively throughout the organization.
9. Ability to function with a keen attention to detail.
10. Ability to organize and manage several priorities simultaneously while working under pressure and deadlines.
11. Ability to read, analyze, and interpret the most complex documents.
12. Ability to respond effectively to the most sensitive inquiries or complaints.
13. Ability to write speeches and articles using original or innovative techniques or style.
14. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
15. Ability to apply principles of logical thinking to a wide range of intellectual and practical problems.
16. Ability to deal with nonverbal symbolism (formulas, equations, graphs, charts, etc.,) in its most difficult phases.
17. Ability to deal with a variety of abstract and concrete variables.
18. Demonstrated ability to establish and maintain effective professional boundaries with staff, students, and customers.
19. Ability to define problems, collect data, establish facts, and draw valid conclusions.
20. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
21. Ability to be on the job regularly and have a positive attendance record.
22. Ability to drive between AAESA buildings, local school districts, and to workshops, meetings and conferences throughout the state.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to sit or stand for long periods of time. The employee must occasionally lift and/or move up to 40 pounds or more of files, paper, or other related equipment or supplies. There is occasional stooping, bending and reaching. Close vision is required to perform computer related tasks.

WORK ENVIRONMENT:
The noise level in the work environment is usually moderate.

The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.

FLSA: EXEMPT

TERMS OF EMPLOYMENT:
This position is located at the Educational Service Agency location and/or Local District offices. Position is eight (8) hours per day with a 260 day calendar.

APPLICATIONS:
To be considered for employment you must complete an online application. Please go to www.alleganaesa.org and click on job opportunities. Applications will be screened, and you will be notified if a personal interview is desired. EOE

STATEMENT OF ASSURANCE
The AAESA Board of Education complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the AAESA Board of Education. It is the policy of the AAESA Board of Education that no person on the basis of race, color, religion, ethnicity, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefit of or otherwise be subject to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education.

AAESA is an Equal Opportunity Employer/Program. Auxiliary are available upon request to individuals with disabilities. TTY 1-800-649-3777