

# Chittenden Central Supervisory Union

## Job Description

**JOB TITLE:** Director of Finance and Accounting

**FLSA STATUS:** Exempt

**UPDATED:** March 23, 2005

### **POSITION OBJECTIVES:**

To plan and manage the overall finance and accounting services – to include cash management, accounting, payroll, contracts, and administration of the districts' insurance programs – of Chittenden Central Supervisory Union and its member districts, and to assure the school districts are in compliance with School Board policy, state regulations and industry best practices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

#### **Accounting**

1. Responsible for implementing and maintaining generally accepted accounting principles, practice and procedures in performing or reviewing accounting transactions.
2. Prepares and maintains depreciation schedules, asset listing and capital lease schedules and reconciles with source documents to insure accuracy.
3. Prepares and submits various reports related to the financial condition of the District for the State Department of Education, the Board of Education, and the administration.
4. Recommends annual announced tuition rate to district boards and supervises the eventual preparation, billing, and collection of tuition for all non-resident high school and vocational school students.
5. Coordinate, process and control transfers of budgeted funds as requested and approved by authorized personnel, and in accordance with school board policy.
6. Supervises and evaluates Business staff in accordance with Board policy.
7. Conducts pre-audits of all obligations to ensure budgeted appropriation and unencumbered balances.
8. Coordinates with the Executive Director of Operations/Chief Financial Officer the development of written procedures, guidelines, forms and other documents to facilitate business operations within the Chittenden Central Supervisory Union.

#### **Reporting**

1. Provide timely and accurate reports to appropriate administrators concerning the status of their budgetary accounts to prevent the over spending of any budgeted account.
2. Prepares management reports for end users (i.e. Boards, Principals, Directors, Administrative Assistants, etc), performs reasonableness testing and quality assurance on the reports to ensure accuracy, prepares and executes adjusting entries, and distributes final reports in the prescribed manner end user has requested.
3. Assumes primary responsibility for execution of annual audit by independent and/or elected auditors to fulfill local, state, and federal audit requirements. Develops financial statements and Management Discussion & Analysis documents to be audited by independent and/or elected auditors on an annual basis. Functions as primary contact with independent and/or elected auditors and provides additional

required information for independent and/or elected auditors on all accounts and records annually.

4. Reviews audit findings and apprises the Executive Director of Operations/Chief Financial Officer of the observations, suggestions, and/or reportable conditions of the independent and/or elected auditors. Prepares written report to the Executive Director of Operations/Chief Financial Officer addressing all observations, suggestions and/or reporting conditions outlined by the independent and/or elected auditors with evidence of the issue having been addressed, or a timeline when the issue will be addressed.
5. Distribute final audit report to elected auditors, district boards, Department of Education, and other outlets as required by State law, Federal requirements, or district policy.
6. Oversees and ensures the accuracy of all external reporting required of the payroll function (W-2's, 1099's, 941's, as well as all State required reporting).
7. Ensure the collection of ADM data is in compliance with State requirements and reconciles to all source documents.

### **Internal Auditing and Controls**

1. Maintains a chart of accounts for the accounting system that complies with State's financial reporting requirements.
2. Performs, or assists with the performance of periodic internal audits to ensure compliance with district policy, State law, established accounting practices, or departmental operating practices. Identifies areas of concern, apprises district administrators of issues and risk, recommends methods of improvement, and implements agreed upon solutions.
3. Assures that all bidding and business affairs are conducted in a legal and professional manner.
4. Reviews all personnel addition/change forms verifying that account number is appropriate, valid and that sufficient funds are available.

### **Cash Management**

1. Establishes and maintains sound cash management and investment programs for school districts.
2. Coordinates cash activities with district treasurers and manages District cash investments.
3. Maintains an on-going review of district cash flow to ensure timely payment of all financial commitments.

### **Insurance**

1. Responsible for administering the District's insurance programs (property, liability, dental, automobile, etc).
2. Ensures all claims and incidents are reported timely and assists district personnel with regular and ordinary insurance matters (coverage limits, deductibles, certificates of insurance, etc).

### **Contract Management**

1. Responsible to establish annual contracts for financial audit, school photo, and student transportation for school districts.
2. Responsible for the effective and efficient procedures in formulating and negotiating contracts with vendors and consultants.
3. Acts as purchasing agent for school boards and establishes procedures for the purchase of goods and services for school districts.

### **Planning and Training**

1. Responsible for the annual establishment, progress, and accomplishment of functional responsibility

goals. Encourages and monitors skill development of other internal/external accounting personnel in connection to achieving goals and improving efficiencies.

2. Identifies priorities or special objectives within the area of functional responsibility and develops project timelines, assignments, and measurable results to determine success.
3. Trains new personnel in fiscal payroll and accounts payable procedures. Supervises and provides technical assistance to accounting personnel.

#### **Other**

1. Supervises the administration of the district's support staff retirement plan.
2. Coordinates with the Information Technology Department with respect to the use and maintenance a computerized business management system.
3. Represent the districts' interest, with respect to duties, by participating in appropriate professional and community organizations.
4. Acquire and maintain up-to-date knowledge of all applicable laws and regulations as it relates to the accounting and finance office.

#### **SUPERVISION RECEIVED:**

Works independently for the most part, planning and implementing broad programs within the organization. Work is checked primarily through consultation and agreement with others while directly reporting to the Executive Director of Operations/ Chief Financial Officer.

#### **SUPERVISORY RESPONSIBILITIES:**

Manages 3 business staff employees. Is responsible for the overall direction, coordination, and evaluation of these employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** Bachelors degree in Accounting and/or Business administration or other appropriate discipline plus a minimum of 5 years experience in school administration and/or school business management (or equivalent training and experience from which comparable skills and knowledge are acquired). Knowledge and experience in financial management, contract management, project management, planning and forecasting. Proven ability in leadership and communication skills.
- **Language Skills.** Ability to read, analyze, and interpret complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to make effective and persuasive presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
- **Mathematical Skills.** Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- **Computer Skills and Experience.** Experience and proficient computer skills in word processing, spreadsheet, and data base programs required. Experience with Microsoft Office preferred.

- Reasoning Ability/Mental Requirements. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, State Agencies and Legislative Committees.

**PHYSICAL EFFORT AND STRESS.** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms. Ability to effectively handle stressful situations and resolve conflicts on a frequent basis. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORKING CONDITIONS**

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet to moderate.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.