

Danville City School District

Director I - Finance (3367)

JOB POSTING

Job Details

Posting ID **3367**
Title **Director I - Finance**
Description **GENERAL DEFINITION OF WORK**

Under the supervision of the Chief Financial Officer, the Director I - Finance is responsible for the direction of financial functions of the Danville Public School system.

ESSENTIAL FUNCTIONS

- Plan and direct the accounting operations of the District, including accounts payable, accounts receivable, payroll and general ledger, risk management and grant reporting
- Assist with supervision of Finance Department staff responsible for accounting and finance functions of the Division
- Ensure that the District complies with all Federal, State and Local regulations and policies concerning financial matters
- Direct the development of the District annual operating budget with the direction of the Superintendent; compile necessary data for the budgeting process
- Assist other District Personnel in the preparation of grant applications and budgets
- Analyze a variety of financial information (e.g. budget variances, cost projections, general ledger accounts, payroll, etc.) to provide direction and support, make recommendations, maximize use of funds, and/or ensure overall operations are within budget
- Assist a variety of external agency personnel (e.g. auditors, grant representatives, City Finance staff, etc.) to provide information and general support
- Conduct internal audits (e.g. general and special funds, etc.) to ensure program operations are within budget and in accordance with fiscal practices
- Monitor budget allocations, expenditures, fund balances and related financial activities to ensure that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed
- Prepare a wide variety of materials (e.g. annual budgets, financial statements, reports for the Board, Superintendent, department administrators, etc.) to document activities and issues, meet compliance requirements, and/or provide supporting materials for requested actions
- Research financial topics and related legal issues (e.g. discrepancies, current legislative trends, etc.) to evaluate compliance requirements and potential implications on district operations
- Perform other duties as assigned

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Accounting
- Master's Degree in Business Administration or CPA preferred
- Five (5) years of supervisory experience required

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$98,126 to \$142,215
<i>Salary Code</i>	Per Year	<i>Job Category</i>	Certified
<i>External Job Application</i>	Certified	<i>Internal Job Application</i>	Certified
<i>Location</i>	CENTRAL OFFICE	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>		<i>Job Class Code</i>	ADMINISTRATORS-260

Job Application Timeframes

Internal Start Date

General Start Date **05/17/2024**

Internal End Date

General End Date

Job Pools

Pool Name

Quantity

Requisition ID

*Requisition
Title*

Default

1

Alternate Job Contact

Name

Title

Location

Phone

Email

References

Automatically Send **Yes**

Reference Check

*Reference Check
Form*

**Licensed/Non-Licensed
Administrator Survey**