



**JOB TITLE:** Director of Finance

**IMMEDIATE SUPERVISOR:** Assistant Superintendent for Operations and Administrative Services

**GENERAL DESCRIPTION:** Responsible for the development, monitoring, reporting and execution of the school division operating budget, grants, and all other funds of the Henry County Public Schools. Responsible for the supervision of the budget, accounting and payroll functions. The position is also responsible for providing information to the general public and political bodies regarding the financial costs and related goals and objectives of the school division.

**ESSENTIAL FUNCTIONS:**

- Ensures that the business operations are supportive of the strategic goals and objectives of the division and the attainment of student achievement goals.
- Oversees budget development, control and long-range financial planning as well as all related accounting and payroll functions.
- Develops, directs, and implements policies, practices, plans, procedures, and activities to assure that all business support services are conducted in accordance with applicable laws and regulations and that public funds entrusted to the school division are utilized effectively and with integrity.
- Plans and develops the financial reporting necessary to inform the Board and senior leadership of the school system's financial condition, with regard to both revenues and expenditures; prepares and delivers monthly financial report; closely monitors financial performance to identify trends which may necessitate mid-course correction, requiring accurate and timely forecasting of revenues from all sources and the realistic projection of expenditures; initiates and takes appropriate action to assure that total system funding does not exceed revenues.
- Monitors accounting/financial processes to assure that financial statements accurately reflect the system's financial position; develops and assures uniform financial processes throughout the system to the extent practical and appropriate; develops reporting of these activities for review by the Superintendent.
- Conducts continuing examinations of policies, practices, and procedures in the business support services group and encourages and initiates improvement to assure efficiency

and effectiveness; encourages and initiates increased utilization of available state-of-the-art technology, both software and hardware, and maintains continuous contacts with other organizations to identify opportunities for improvement.

- Establishes and maintains continuing dialogue with Henry County government officials to ensure cooperation between their financial organizations and the school system's financial components, and develops an understanding of the County's financial situation to enable the most favorable presentations of the school system's needs.
- Responds accurately to inquiries from the Board, Superintendent, system officials, other organizations, community members and the media regarding questions and issues concerning system financial and support activity issues.
- Identifies and investigates potential funding sources to accommodate the needs of the school system within the constraints of the operating and capital budgets.
- Provides relevant professional development to all departments and staff responsible for financial transactions to ensure an accurate and efficient process.
- Performs other duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge and understanding of business support services functions and activities. Ability to provide proactive, forward-thinking leadership to all organizational levels and support the Superintendent on division goals and objectives. Ability to articulate and advance the school division's needs to the County government, the public, and other organizations. Ability to communicate effectively, orally and in writing. Ability to make accurate analyses, evaluations, and judgments. Ability to apply effective judgment to resolve complex issues and problems. Ability to work effectively in a fluid environment and with a wide range of constituents, including board members, school personnel and vendors in order to establish a culture of support, compliance, accountability and performance. Ability to work as an advocate for and promote a positive image of the school division.

#### **EDUCATION AND EXPERIENCE:**

Bachelor's Degree in business, with a Certified Public Accountant (CPA) certification and/or a Master's Degree in business or finance preferred. Also prefer familiarity with governmental accounting; extensive experience in budgeting, accounting, auditing, and financial management; and/or experience working within a large organization with supervisory experience in accounting or finance.

A comparable amount of training and experience which demonstrate the knowledge, skills and abilities to perform the essential functions of the job may be substituted for the minimum qualifications. Senior level experience in financial management of large, diverse organizations preferred.

**PHYSICAL REQUIREMENTS:**

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.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects. Work requires reaching, pushing, and pulling, use of hands to grasp, handle or feel, fine manipulation, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, operation of office equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities. The worker is not subject to adverse environmental conditions.

**FLSA CLASSIFICATION:** Exempt

**DISCLAIMER:** The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required to employees to this job.

Position will be posted until filled.

Henry County Public Schools is an Equal Opportunity Employer.

Due to limited funds, Henry County Public Schools is unable to sponsor Visas.

**Shift Type:** Full-Time

**Salary Range:** Administrative Salary Scale

**Location:** District Administration Building