WOOD COUNTY SCHOOLS
JOB DESCRIPTION
DIRECTOR OF FINANCE

TITLE

Director to Finance

QUALIFICATIONS

1. Bachelor's degree in accounting, finance, or business required, Certified Public Accountant (CPA) certificate, School Finance Officer, or Certified Public Accountant preferred. 24 hours in accounting required.
2. Five years of accounting experience preferred.
3. Experience developing financial statements using Governmental Accounting Standards Board.
4. Knowledge of state aide formula and public school district financial sources.
5. Knowledge of technology.
6. Strong organizational, communication and interpersonal skills.

REPORTS TO

Superintendent of Schools

SUPERVISES

All employees of the Finance Department

JOB GOALS

1. Serve as treasurer and administer the financial affairs of the school system.
2. Serve as custodian of all financial assets.
3. Be responsible for the preparation of the annual budgets.
4. Prepare monthly and annual financial statements for all funds maintained by the school system.
5. Invest all available funds for either short or long term periods in interest-bearing account and determine the amounts of such investments at the best return available.
6. Be responsible for payrolls and related functions.
7. Be responsible for accounts payable.
8. Ensures the school district and individual schools are audited in accordance with WV Code §6-9-7, and that resolution of any findings are noted and corrected.

JOB RESPONSIBILITIES

1. Responsible for the school district's budgeting, accounting, and financial reporting.

2. Works cooperatively with West Virginia Department of Education (WVDE) personnel, school district staff, and community representatives to implement good business practices for attaining district goals as they relate to fiscal integrity and accountability.
3. Oversees and directs the operation of finance for the school system within the realms of accounting, budget and treasury.
4. Develops and manages the annual budget and oversees the budget development process for the school system; compiles annual budget requests from the administrative personnel, and compiles them for recommendation to the Superintendent.
5. Maintains budgetary controls to ensure that expenditures are made in accordance with the approved budget.
6. Monitors all budget categories and provides fiscal information as required.
7. Monitors the allocation of fiscal resources to system programs, related communications, receipts, and financial analysis. Acts as administrative fiscal officer for the district.
8. Receives requests to adjust budget accounts and recommends to the Superintendent approval for budget transfers.
9. Receives and reviews all supplemental budget projects and recommends to the Superintendent for budget supplements.
10. Provides for maximum investment of funds.
11. Prepares monthly financial statements of all funds maintained by the school system and present copies of the reports to the Board, the Superintendent, the State Board of Education, and other interested parties.
12. Prepares annual financial statements in accordance with generally accepted accounting principles, publishes the statements, and submits copies to the Board, the Superintendent, and the State Board and other interested parties.

13. Prepares monthly financial reports of all special program revenues and expenditures.
14. Attends all regular and special meetings of the Board of Education, and other such meetings related to the Department of Finance when requested by the Superintendent.
15. Responsible for the capital assets inventory system.
16. Provides for a uniform system of financial accounting for the individual schools.
17. Provides periodic training on the financial reporting requirements of the individual schools ensuring that annual audits are conducted of all school accounts; and following up on all findings noted to ensure that they are resolved within a timely manner.
18. Works closely with all departments to develop revenue sources fully to maximize resources for the school system.
19. Submits required reports to the WVDE in an accurate and timely manner.
20. Participates in continuing professional development activities and maintains a current authorization as the Director of Finance/Treasurer.
21. Attends professional growth activities to keep abreast of innovative financial initiatives. Attends state, county and regional meetings concerning finance and business administration as approved by the Superintendent.
22. Assists with preparation, review, and revision of job descriptions, and provides expertise in the determination of staff development.
23. Assists with the recruitment, training and supervision of appropriate Finance Department personnel and makes sound recommendations about personnel placement, transfers, retention, and dismissal to the Superintendent. Under the direction of the Superintendent, provide input into the job performance evaluation of Finance Department employees in compliance with state and local Board of Education policies.

24. Oversees compliance of federal and state regulations, West Virginia Department of Education and Wood County Schools policies.
25. Performs other such duties as directed by the Superintendent

TERMS OF EMPLOYMENT 261 days

SALARY According to Wood County Salary Schedule for Director III. In addition, a Bachelor's degree plus a CPA will be treated as a "Masters +45" for salary scale purposes. **Salary Negotiable**

EVALUATION By Superintendent using Wood County Board of Education Policies 4117 and 4117.5.