

JOB DESCRIPTION

TITLE EXECUTIVE DIRECTOR FINANCIAL SERVICES

QUALIFICATIONS

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.

Education/ Experience	Master's degree; three to five years upper level management experience or equivalent combination of education and experience.
Language Skills	Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or school boards.
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.
Certificate/License	N/A
Reasoning Ability	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, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.
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. The employee is required to talk and hear. The employee is required to stand; walk; use hand to finger, handle, or feel; and reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include the ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Individuals will experience minimal exposure to toxic or caustic chemicals and outdoor weather conditions.

REPORTS TO Chief Operational Officer

GENERAL RESPONSIBILITIES

1. Directs the activities of payroll, accounts payable/receivable, general accounting, cash management, internal accounts, budget, property control/disposition, purchasing, FTE/surveys and resource allocations.,
2. Prepares financial reports and documents for submission to the State Department of Education.
3. Coordinates the activities of all external financial auditors and acts as a liaison between the District and the State Auditor General's Office.

SPECIFIC RESPONSIBILITIES

1. Manages the operations of purchasing, general accounting, budget and finance FTE/surveys, and resource allocations.
2. Draws warrants against School District funds for the payment of accounts under contracts and purchase orders as approved.
3. Develops and maintains cash flow projections and maintains the District's investment portfolio.
4. Develops and directs payroll reporting procedures, pay period and pay dates and maintains fiscal accountability for all payroll disbursements including salary deductions, reductions and the withholding of taxes.
5. Implements sound accounting practices and provides general oversight for all departmental and school internal accounting and budgeting activities.
6. Directs the development of the Annual Budget.
7. Conducts a variety of statistical and managerial studies of expenditure patterns, leave accrual, sick leave usage and other special financial reports.
8. Prepares a monthly financial report and the Annual Financial Report as required by Florida Statutes.

9. Recommends, trains and evaluates assigned administrative and clerical staff; establishes and monitors employee performance objectives; and recommends staff development, promotion and termination.
10. Prepares business and finance related agenda items for School Board Meetings; disseminates information and completes follow-up on such items after Board action.
11. Serves on committees and task forces; researches and develops recommendations related to the financial and administrative affairs of the District; disseminates information on the financial affairs of the District through prepared text and verbal presentation.
12. Participates in the development and implementation of the District Educational Improvement Plan.
13. Attends all School Board Meeting unless excused.
14. Performs other duties as assigned.