

Position Title: Finance Director
Qualifications: Strong educational and employment history in school business and accounting
Department: West Salem School District Office
Reports To: District Administrator
Approved By: Board of Education Date: January 2007

I. Summary:

To direct the district's financial activities by providing the maximum services with the available financial resources in order to enable each student to take advantage of the wide range of curricular and extracurricular activities offered by the district.

He/she shall be responsible for administering and supervising the accounting procedures for the district, including long-range planning, operations and capital budgeting, payroll, fiscal accounting, reporting and controls, purchasing, administrative technology and cash and fixed asset management. He/she shall take steps to see that the district derives the maximum benefits from the expenditures of school dollars.

II. Essential Duties and Responsibilities:

- A. Maintain district financial records in accordance with Wisconsin Uniform Financial Accounting Requirements (WUFAR), Generally Accepted Accounting Principles (GAAP), and standards of the Government Accounting Standards Board (GASB).
- B. Manage the accounting practices of the district including timely general ledger reconciliations and preparation of journal entries as needed.
- C. Oversee accounts payable activities including vendor maintenance, payment processing and year-end W2 and 1099 reporting while adhering to procurement and contract laws.
- D. Recognize revenue and expenditures in the appropriate accounting period.
- E. Implement cash handling procedures that maintain a system of checks and balances to assure internal controls are in place.
- F. Monitor purchase requisition systems and authorize purchase orders and voucher payments to vendors.
- G. Manage accounts receivable functions and grant reimbursement procedures to assure maximum receipt of allowable and earned resources.
- H. Prepare accurate Medicaid cost reports and assure legal requirements are being met to maximize available resources.

- I. Provide oversight for the district's payroll and employee benefit programs and assure compliance with applicable laws and regulations are met.
- J. Coordinate payment processing of tax sheltered annuities, child support withholdings, garnishments and other employee benefit deductions.
- K. Prepare timely unemployment, workers' compensation and sales tax filings.
- L. Conduct ongoing cash flow analyses and coordinate short-term borrowing when needed to meet the funding needs of the district.
- M. Manage district investments while keeping informed about price trends and market conditions.
- N. Oversee district short- and long-term debt service needs while evaluating funding options. Complete bond bidding, and coordinate arbitrage, debt refinancing and bond rating processes.
- O. Maintain inventory of the fixed assets of the district including tracking and depreciating school district assets.
- P. Maintain detailed property valuations of all district properties utilizing the state's LGPIF database system.
- Q. Coordinate the district's annual budget development timeline and oversee budget document preparation and approval processes.
- R. Administer ongoing budget monitoring and control systems for the district.
- S. Assure that legal requirements for insurance coverage for the district's property, fleet, loss, error and omissions, unemployment, workers' compensation, and health insurance are met and risk management programs in place.
- T. Ensure compliance with records retention regulations.
- U. Assist in recruiting, hiring, training, supervising and evaluating of district office clerical and other support staff personnel.
- V. Coordinate the internal and external auditing of school district funds.
- W. Interpret and communicate the financial issues and concerns of the district to Administration, the Board of Education and community.
- X. Assist in development, review and enforcement of district policies and procedures.
- Y. Coordinate post employment benefit programs and assure OPEB trust account compliance and financial reporting requirements are met.
- Z. Provide accurate and timely financial reports to the Board of Education and Administration.
- AA. Enforce proper procedures for the acceptance of donations and gifts and assure that expenditures are legal and made in accordance with the purposes and request of the donor.

- BB. Collaborate with auxiliary service departments such as transportation, maintenance, information technology and food service to assure all needs are being addressed.
- CC. Complete reports as required by the Department of Public Instruction or other funding agencies.
- DD. Advisor to the District Administrator, Board of Education, and special committees as requested.
- EE. As a representative of the school district, deal with the public and school employees in a courteous and professional manner.
- FF. Perform such other duties as the district administrator or Board of Education may determine.

III. Supervisory Responsibilities:

In cooperation with the superintendent, will supervise district office clerical and support staff with the exception of the Superintendent/Board Administrative assistant.

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience

Minimum of four (4) year BS degree in business or accounting, knowledge of Wisconsin School Accounting (WUFAR) system, and sound business and accounting practices.

B. Certificates, Licenses, Registrations:

School Business Management certification preferable.

C. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to take meeting notices, write drafts of meeting minutes, edit reports and business correspondence. Ability to effectively respond to requests and questions from groups of staff, school board members, and the general public.

D. Mathematical Skills:

Ability to read charts, graphs and computer data. Create electronic spreadsheets, graphs, charts and reports, and complete DPI online reports.

E. Reasoning Ability:

1. Ability to define problems, collect data, establish facts and draw valid conclusions.

2. Ability to interpret an extensive variety of technical instruction in dealing with several abstract and concrete variables.
3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public.

F. Technology Skills:

1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentations, and telecommunications.

G. Other Skills and Abilities

Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.

H. Physical Demands:

1. 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.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear. The employee is occasionally required to reach with hands and arms, 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 close vision, distance vision and the ability to adjust focus.
3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object. Lifting up to 50 pounds.

I. Work Environment:

1. 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.

2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.

APPROVED: January 8, 2007

REVISED: March 22, 2010