

## Cooperative Educational Service Agency 8

District Finance Manager

Position Description

Term of Employment: 260 days

Reports to: Director of Business Operations

Supervisor to: TBD

**JOB SUMMARY:** The Finance Manager will provide fiscal management and oversight for all districts in which he/she is assigned. The position shall be responsible for the districts' financial functions and purchasing programs, assists with personnel functions, and other duties as may be assigned.

This position will maintain the necessary records to facilitate sound fiscal management of the districts and advise the Superintendent and the Board of Education on business and personnel affairs of the District.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

#### **Services Management for District's Assigned**

1. Develops fiscal management recommendations and presents them to the Superintendent.
2. Develops banking and investment recommendations and presents to the Superintendent.
3. Develops and evaluates all district requests for proposals (RFPs) and provides recommendations to the Superintendent.
4. Develops the District budget in conjunction with the Superintendent and presents the budget to the Board of Education.
5. Attends Board of Education meetings and committee meetings as assigned and is responsible for presenting regular financial reports to the Board of Education.
6. Assists the food service supervisor or the Superintendent, in the District's food services program, including purchasing, filing appropriate federal and state reports, and collection of revenue.
7. Assists the Maintenance/Custodial/Grounds personnel or the Superintendent, in the District's maintenance program, including purchasing and filing appropriate reports.
8. Serves as a member of committees/councils and attends such meetings as directed by the Superintendent.
9. Oversees the development of the budget and files claims for all district grant problems.
10. Oversees in conjunction with the Superintendent all staff compensation, including wages and benefits.
11. Manages all district insurance programs, including district liability insurance programs and employee insurance programs.
12. Completes OSHA and other safety reports as required by state and federal law.
13. Works with various members of the administrative team on school problems such as: transportation, special education, vocational education, maintenance, technology etc.
14. Uses technology to enhance administration of business, support and educational systems.
15. Works collaboratively with and under the guidance of the districts' Superintendent.

16. Perform other duties as assigned.

### **Fiscal Management**

1. Maintains primary management of the districts' budget and fiscal responsibility for the districts served.
2. Is responsible for ensuring that the accounting procedures meet all federal, state and local requirements.
3. Supervises the accounts payable, accounts receivable, cash receipts, and payroll processing.
4. Prepares monthly financial statements.
5. Prepares schedules and necessary documentation for the annual audit.
6. Completes bank statement reconciliations.
7. Maintains a complete set of records for all expenditures, revenues, and general ledger accounts.
8. Is responsible for the investment of district funds in accordance with Board policy and state statute.
9. Evaluates hot lunch programs expenditures and revenue and develops periodic program reports to the Board of Education.
10. Ensures all student activity accounts operate in accordance with Board Policy and proper accounting procedures (GASB).
11. Perform other duties as assigned.

### **Administrative Management**

1. Develops recommendations associated with the districts' and Agency's administrative procedures and evaluates the same.
2. Assumes responsibility for his/her own professional growth through membership and participation in professional organizations, attendance at regional and state meetings, through enrollment in advanced courses, etc.
3. Works collaboratively with the Agency's Director of Business Operations to establish and maintain the Agency's Business Services program.
4. Completes and files all Agency's reporting as required.
5. Perform other duties as assigned

### **Qualifications/required skills**

1. Excellent oral and written communication skills
2. Knowledge and skill in the use of technology
3. Knowledge and awareness of State and Federal laws and business practices
4. Confidentiality laws and business practice
5. Excellent organization skills
6. Excellent people skills in all situations
7. Self- directed/motivated and ability to work without supervision
8. Foster coordination and culture within all departments in CESA 8
9. Ability to communicate effectively and work with agency legal counsel in order to manage and coordinate efforts regarding agency policies
10. Ability to communicate effectively and work with all CESA 8 stakeholders (District Administrators, principals, business managers, pupil service professionals, instructional staff, and clerical staff)
11. Ability to communicate effectively and work with officials from all other educational and governmental agencies

### **Education and/or experience requirements**

1. Minimum of associate's degree accounting required
2. Experience preferred but not required

**Language Skills**

Demonstrated skills in writing, reading, and comprehension and speaking of the English language. Knowledge of and ability to use technology (email, internet, etc.) as a means of communicating and obtaining information. Ability to effectively present information in one-on-one and small and large group situations to staff, customers, community, and colleagues. Excellent oral and written communication skills.

**Mathematical Skills**

Demonstrated skills of all mathematical forms. Ability to compute accounting and numerical calculations.

**Reasoning Ability**

Ability to apply common sense understanding to carry out detail-involved written or oral instructions. Ability to deal with problems and assist others in dealing with problems involving variables in complex situations. Excellent troubleshooting and problem-solving skills.

**Other Skills and Abilities**

Must be able to work in a fast-paced environment independently with minimal supervision. Must be able to communicate effectively with staff, customers, BOC members, and community. Must be willing to perform other duties as assigned on a timely basis and in a positive manner. Able to problem solve quickly and work with all employees. Ability to interact tactfully with staff and the public. Frequently will be required to meet multiple demands from several people.

**Physical Demands**

Dexterity of hands and fingers to operate office equipment, sitting for extended periods of time, reaching to retrieve and maintain files, bending, pushing, moving, lifting object up to 30 pounds and hearing and speaking to exchange information.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned*