



POSITION DESCRIPTION

JOB TITLE: Director, Department of Finance 0702		
DATE:	DEPARTMENT OR SCHOOL:	DIVISION:
BARGAINING UNIT: District Executives & Cabinet		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) The primary responsibility of this position is to provide financial management direction and leadership in the areas of budgeting, general and school accounting, payroll and financial reporting.		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Manage the Finance Department through development of goals and objectives, supervision of personnel, establishment of priorities and review and approval of work products.
2. Oversee the annual district budget process in accordance with the policies and spending and program priorities of the Superintendent and School Board.
 - Develop and publish an annual budget
 - Develop and recommend annual and long term financial policies
 - Develop well researched, accurate and timely information
 - Perform long range financial forecasting and planning
 - Administer sound expenditure and revenue control policies and procedures
 - Perform year end financial projections to identify revenue and expenditure shortfalls and surpluses
3. Direct the development and maintenance of the accounting, accounts payable and payroll processes of the district to ensure strong internal controls; the effective and efficient recording of transactions; the accurate and timely recording of information; and compliance with generally accepted accounting principles or other required basis; State and Federal Laws and regulations and labor contract requirements.
4. Initiate and direct management and fiscal studies, including the analysis/impact of: State legislative proposals; labor contract proposals and settlements; changes in generally accepted accounting principles; educational programs.
5. Direct the preparation and issuance of internal and external financial reports and regulatory reports that are meaningful, accurate, timely and in accordance with generally accepted accounting principles or other required basis. Reports include;

- Comprehensive Annual Financial Report
 - Single Audit Report
 - DPI Fall Budget and Annual Reports
 - Monthly detailed responsibility reports
 - Position control reports
 - Reports required by the School Board – Quarterly professional services report, monthly out of state travel report, monthly revenue and expenditure reports.
6. Participate on District's strategic planning teams and efficiency and cost control teams.
 7. Actively supports the MPS Strategic Plan.
 8. Completes other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Superintendent of Schools

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Assistant Director, Department of Finance
 Controller
 Payroll Manager

JOB REQUIREMENTS: 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Environment is that of a typical office. Moderate physical activity such as walking and standing is necessary.

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 with or without reasonable accommodation.

Those associated with a general office environment.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF

ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.