

**Richton School District**  
**JOB/POSITION DESCRIPTION**

**Position Title :** Director of Finance  
**Department:** District Office/ Finance Department  
**Report to:** Superintendent  
**Status:** Certified (Overtime Exempt)

**SUMMARY:**

To support and enhance the educational mission of the school district through careful planning, sound fiscal management and effective budget administration (following proper procedures, meeting deadlines, leaving clear audit. balancing a counts, etc.)

**QUALIFICATIONS:**

- Bachelor's degree in accounting or finance (Master's Degree preferred)
- Must either hold or be eligible to acquire a license as a School Business Administrator in accordance with State Board Policy Chapter 71, rule 71.2 (**420 Endorsement**)
- Five year successful accounting experience with multi-million dollar accounts
- Proficient in the use of computer technology for accounting and other budget administration tasks
- Extensive knowledge of the principles, methods, techniques, practices, and mandated accounting system of budget administration and budget planning operations for Mississippi school districts
- Understand and be able to articulate the basic principles of fund/governmental accounting
- Ability to plan, assign, and direct a staff
- Ability to communicate effectively with supervisors, the school board, department heads, city officials, and other school employees and lay persons both verbal and written

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Serves as a resource for and participates in the development of annual and long-range educational plans for the school district
- Plans and causes to be developed software programs to support accounting and other departmental procedures
- Assists the Superintendent to develop the annual operational budget; prepares the annual budget as required by law meeting all mandated deadlines
- Monitors and amends budget throughout the fiscal year
- Collects and makes available tax and other fiscal data needed for district planning purposes
- Calculates and prepares in accordance with all statutory guidance the annual Ad Valorem tax request for funds
- Ensures that all funds are received and deposited in an approved depository
- Maintains various required accounts to comprehend and to account for all funds
- Implements and maintains the state required Chart of Accounts for school districts
- Maintain the general ledger of the district in a timely and accurate manner
- Prepares and submits for board approval each month all financial reports as required by state statute
- Prepares and submits to the State Department of Education budget reports and budget information as required and all other required reports in advance of deadlines
- Invests surplus or currently unused funds in accordance with Mississippi law; maintains current knowledge of cash flow
- Serve as district purchasing agent, manage district purchasing in accordance with all applicable statutes and with board policy
- After Board authorization, releases payment of funds in accordance with policy
- Maintains complex financial records and makes periodic and special financial reports in addition to monthly required financial reports
- Ensures compliances with various local, state, and federal requirements regarding finance

- Supervises retirement program records, reporting, and services
- Supervises employee insurance programs, records, and services
- Supervises payroll operations and employee check disbursement
- Supervises account reconciliation and other control procedures
- Must be able to implement and monitor a strong internal control system
- Supervises employee leave accounts and check stub report for employee checks
- Supervises classified personnel employed to perform various functions within the department
- Ensures that staff members are kept current, through appropriate in-service, with the state of the art technology for their bookkeeping operation
- Provide financial and budgetary data to principals and department heads in a timely manner as a means for developing and maintaining an effective educational program
- Participate in or initiate the formation of financial and budgetary policies intended to strengthen and improve program performances
- Provide information to supervisors for decision making regarding employee fringe benefit programs
- Supervisor regarding legal complications involving financial transactions
- School board and local community meetings as well as school district, regional, and state professional meetings
- Make formal and informal reports and presentations to appropriate audiences
- Adjusts departmental processes and/or functions based on data derived from evaluation
- Utilize appropriate instruments and processes to evaluate performance of assigned personnel
- Manages and advises Superintendent on all school district debt issue and payment
- Manage and supervises the accounting for district Fixed Assets
- Contracts with auditors and is responsible for making sure that an annual financial audit is performed and that all recommendations and/or adjustments are appropriately answered and implemented
- Manages monthly request for funds from federal grants and other reimbursable programs
- Works with federal programs monitoring visits to supply needed information
- Demonstrates prompt and regular attendance
- Supports the Richton School District's Mission, Vision, and Strategic Plan
- Performs other duties as assigned by the Superintendent

**SUPERVISORY RESPONSIBILITIES:**

All Finance Department Personnel; Co-Supervises all building level bookkeepers with the Principals;

**PHYSICAL DEMANDS and Working Conditions:**

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 continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and regularly to move; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and move up to 20 pounds, and occasionally lift and move up to 30 pounds. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Richton School District Board of Education Policy on Evaluation of Professional Personnel.

**EMPLOYMENT:** Twelve-month year; 237 days Salary based on the Richton School District's Approved scale.