

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

FINANCE MANAGER

QUALIFICATIONS:

1. Minimum of Bachelor's Degree from a state accredited college. Accounting major or related business degree preferred.
2. At least 1 year related experience.
3. Licensure, Certification, and/or Registration: Not required at service entry date. Expectation of this position is an expressed willingness to attain CPA Certification and demonstrated progress toward this goal.

OTHER MINIMUM QUALIFICATIONS:

1. Global understanding of Generally Accepted Accounting Principles and accounting guidance through technical direction of the Governmental Accounting Standards Board.
2. Ability to understand the financial impact of Florida Statutes as they relate to Florida School Districts.
3. Ability to analyze and solve problems.
4. Proficiency at creating and using computer spreadsheet programs.
5. Understanding of computerized general ledger systems.
6. Ability to supervise routine accounting functions.
7. Ability to communicate complex financial information accurately and effectively through both written and verbal form.
8. Ability to supervise others effectively and develop proficient accounting support staff.

REPORTS TO:

Chief Financial Officer

SUPERVISES:

Other Finance Department Staff as directed by the Chief Financial Officer.

POSITION GOALS

Assists in administering the financial program to provide the best possible financial services for the School District. Exercises safety precautions on the job.

PERFORMANCE RESPONSIBILITIES:

BASIC FUNCTION:

1. Under the general direction of the Chief Financial Officer, this position conducts the accounting operations of the organization, as follows:
 - a. Accountable for accurate and timely financial and statistical reports.
 - b. Provides collaborative financial and operational support to all departments and schools within the District.
 - c. Provides continuous improvement in delivery of meaningful information to constituents.
 - d. Provides benchmark industry standards for financial service delivery.

SIGNIFICANT RESPONSIBILITIES AND EXPECTATIONS:

1. Support WCSD's hallmark of service excellence and quality.
A major component of this position is to champion the WCSD mission, vision, and values through:
 - a. Compliance with all School Board, District, and financial department policies and procedures.
 - b. Consistent modeling of the ethical standards and code of conduct of the WCSD.
 - c. As a team member, demonstrate respect, dignity, kindness, and empathy to ALL WCSD students, parents, teachers, and employees.
2. Ensures month-end closing procedures are followed. Prepares account reconciliations, as appropriate.
3. Directs oversight and preparation of monthly bank reconciliations.
4. Directs oversight of monthly reconciliation of capital equipment purchases.
5. Prepares concurrent and timely financial analysis.
6. Directs staff to ensure the ongoing reliance of financial internal controls. Follows-up with audit recommendations, as appropriate.
7. Works with all auditors to ensure information is supplied timely.
8. Directs year-end close procedures and prepares closing entries with CFO oversight.
9. Assists in the preparation of the annual budget.
10. Provides financial analysis for solid financial decisions and strategic planning for the WCSD.

PHYSICAL REQUIREMENTS: Bending and lifting

TERMS OF EMPLOYMENT: Twelve months, 7 ½ hour work day. Salary to be based on the Board adopted administrative salary schedule, pay grade 6.

EVALUATION: Performance of this position will be evaluated annually by the Chief Financial Officer in accordance with the Board policy for the evaluation of administrative personnel.