



JOB TITLE	DEPARTMENT	REPORTS TO
Chief Financial Officer	Finance	Chief Operations Officer

Position No: 75003	Length of Work Year: 12 Months
Salary Schedule: AD08	Date Approved: 6/24/14
FSLA: Exempt	Date Revised: 2/3/15; 3/15/18

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> 1. Master's Degree in Educational Administration and Supervision or related field with specialization in Business or Finance. 2. Certified Public Accountant in lieu of the above. 3. A minimum of seven (7) years of successful experience in business management, accounting, or education to include three (3) years as a supervisor or administrator. 4. Demonstrable knowledge of Florida Law and State Board of Education Rules pertaining to business services, school funding, and financial service. 5. Demonstrates knowledge of financial management, budgeting, accounting and auditing. 6. Ability to perform the functions of the position.
DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Directs the planning, implementation, and evaluation of business services necessary for the efficient operation of the school system. These services include the following: financial review, financial accounting, accounts payable, financial reporting, payroll, purchasing, cash receipts, property records, data processing, print shop, warehouse and facilities. 2. Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action. 3. Oversees the district's risk management system. 4. Directs the process of wage and salary plan development. 5. Assists in the acquisition and disposition of School Board owned real property. 6. Assumes control and accountability for all business service functions. 7. Directs the preparation and administration of the annual school district budget. 8. Coordinates and manages financial planning for the district. 9. Administers the district's investment program. 10. Supervises the functions of budget control and management within the business services unit. 11. Supervises the preparation of financial reports both for internal management use and for state and federal requirements. 12. Supervises the preparation of a monthly financial statement to the Superintendent and School Board. 13. Supervises the preparation of monthly financial reports for district-level units and school centers. 14. Supervises the preparation of financial components of grant applications. 15. Oversees the required audit of internal accounts. 16. Directs follow-up activities to remedy internal audit report findings of an adverse nature. 17. Provides administrative oversight for the district's Management Information System and data processing services. 18. Coordinates and directs business services in such a way as to realize maximum value for the use of resources. 19. Provides information to the Superintendent as to the financial status of the school system and the wise use of its resources through good business management practices. 20. Assists the Superintendent in organizational analysis and development.

21. Assists the Superintendent in district-wide planning to relate the use of financial and human resources to the district's goals and objectives.
22. Keeps abreast of legal requirements and proposed changes in areas of responsibility and provides advice to the Superintendent as to their effect on the district.
23. Assists in the interpretation of district policies and state and federal laws and regulations to staff personnel and the community.
24. Performs other duties as assigned by the Supervisor.

PHYSICAL DEMAND CLASS:

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 0 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.