



JOB TITLE	DEPARTMENT	REPORTS TO
Director of Financial Operations	Business Services	Chief Financial Officer

<b>Position No:</b> 75016	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> AD13	<b>Date Approved:</b> 1984
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 11/10/09; 12/07/17

JOB GOAL
To manage and oversee financial operations of the district, including Purchasing, Internal Accounts, Property Records/Fixed Assets and Position Control.

MINIMUM QUALIFICATIONS
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1. Bachelor's Degree in Business.
2. Minimum of five years successful experience in accounting.
3. Minimum of three years supervisory experience preferred.
4. Experience in School District Budgeting and/or Accounting preferred.
5. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
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1. Administer the functions of financial operations, purchasing and warehouse functions, property records, internal accounts, and budgeting.
2. Assist in the preparation and development of the district budget, including the maintenance and monitoring of the district's Position Control System.
3. Monitor all school programs and department budgets to assure that expenditure codes are correct and within budget appropriations.
4. Maintain journals, ledgers, and other record books and prepare periodic financial and statistical statements, reports, and tabulations, and prepare trial balances.
5. Confer with supervisors and department heads on matters relating to fiscal administrative and budgetary policy. As directed, deposits funds to proper accounts and depository.
6. Manage the purchasing functions, property records, and inventory systems, including the management and administration of all aspects of assessing, developing and implementing effective purchasing and inventory programs for the district.
7. Monitor all SBAA (internal account) accounts, work with school based staff on compliance, reporting, etc.
8. Process all purchase orders and ordering all materials, equipment, etc. according to School Board Policies.
9. Prepare all bids to insure compliance with rules of the State Board of Education, Florida Statutes, and Policies of the School Board.
10. Manage the purchasing and finance support staff, including the provision of appropriate staff training and development to ensure a professional and ethical public procurement function.
11. Correspond with district, schools, departments and vendors for purpose of providing information concerning procurement programs and explanation of policies and procedures.
12. Maintain up-to-date files on bids, bid tabulations, catalogues of equipment, supplies, etc.
13. Provide, coordinate and organize in-service training for school based accounting & clerical staff.
14. Perform assigned tasks in a timely and efficient manner
15. Perform assigned tasks with a high standard of quality and attention to detail.

16. Perform such other tasks and assumes such other responsibilities as the Chief Financial Officer may assign.

**PHYSICAL DEMAND CLASS:**

Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.