

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

EXECUTIVE DIRECTOR, FINANCIAL SERVICES

SALARY SCHEDULE: ADMINISTRATIVE – A

COST CENTER: FINANCIAL SERVICES (9038)

QUALIFICATIONS:

- (1) Master's Degree from an accredited educational institution in Accounting, Finance or closely related field; Certified Public Accountant (CPA) in Florida preferred.
- (2) Minimum of seven (7) years progressively more responsible accounting and financial related experience, including a minimum of two (2) years management experience in a medium to large organization.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess strong management skills. Knowledge of governmental accounting, auditing and financial reporting. Knowledge of fund accounting, general accounting principles, practices and techniques. Knowledge of School District accounting, methods of financial analysis and internal auditing principles, practices and procedures. Knowledge of investment techniques. Knowledge of governmental budgeting practices and procedures. Ability to use a participatory management style and consensus building approach. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Assistant Superintendent, School Business Services

JOB GOAL

To provide comprehensive financial services for the District.

SUPERVISES:

Comptroller
 Supervisor, Risk Management
 Supervisor Retirement and payroll
 Executive Secretary

PERFORMANCE RESPONSIBILITIES:

- * (1) Direct the establishment of policies, procedures, regulations and procedures governing the functions of the Finance Department
- * (2) Oversee the preparation of the annual budget in accordance with the Truth in Millage (TRIM) legislation.
- * (3) Assure the proper reporting of the financial / budget status for the District.
- * (4) Develop the department budget and administer expenditures in accordance with authorized funding.
- * (5) Direct the cash handling and accountability of District funds.
- * (6) Assure that accounting safeguards are in place to protect District assets.
- * (7) Provide that full disclosure of liabilities based on GAAP is made to assure favorable bond ratings.
- * (8) Direct the risk management function.
- * (9) Oversee the development of the capital project accounting function.
- * (10) Interpret legislation, regulations, policies and procedures for the staff and public as related to assignments.
- * (11) Provide consultative services as required.

EXECUTIVE DIRECTOR, FINANCIAL SERVICES (Continued)

- * (12) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- * (13) Serve as liaison with the Florida Department of Education for assigned areas of responsibility.
- * (14) Respond to inquiries or concerns in a timely manner.
- * (15) Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
- * (16) Work closely with District and school staffs to support school improvement initiatives and processes.
- * (17) Keep well informed about current trends and best practices in areas of responsibility.
- * (18) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (19) Facilitate the development, implementation and evaluation of staff development activities provided in assigned areas.
- * (20) Promote and support professional growth for self and others.
- * (21) Develop annual goals and objectives consistent with and in support of District goals and properties.
- * (22) Maintain a network of peer contacts through professional organizations.
- * (23) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (24) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (25) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (26) Serve on District, state or community councils or committees as assigned or appropriate.
- * (27) Represent, consistently, the District in a positive and professional manner.
- * (28) Provide leadership and direction for the assigned areas of responsibility.
- * (29) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (30) Assist in implementing the District's goals and strategic commitments of the District.
- * (31) Exercise proactive leadership in promoting the vision and mission of the District.
- * (32) Provide oversight and direction for cooperative planning with other agencies.
- * (33) Set high standards and expectations for self and others.
- * (34) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (35) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (36) Facilitate problem-solving by individuals or groups.
- (37) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (38) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EXECUTIVE DIRECTOR, FINANCIAL SERVICES (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities