

# GRANT PARISH SCHOOL BOARD

## Job Description

**TITLE:** *Finance Director*

**QUALIFICATIONS:** A Bachelor's degree in business. Experience and proficiency in office and fiscal management. Experience in school business administration is desirable.

**REPORTS TO:** Superintendent

**SUPERVISES:** Business Department Staff

**ACCOUNTABILITY:** Performance evaluation annually

**SALARY:** 12 - Month Certified Salary Schedule

**TERMS OF EMPLOYMENT:** 12 - Month

**JOB GOAL:** To maintain sound fiscal management, provide information to others in a timely manner and to make the business department an integral part of the school system while promoting a helping attitude among business department personnel.

### **PERFORMANCE RESPONSIBILITIES:**

- SUPERVISES THE DESIGN AND EVALUATION OF FINANCIAL OPERATIONS, DATA PROCESSING, AND PERSONNEL ACCOUNTING.
  - ❖ Develops comprehensive goals and objectives designed to provide efficient operation of all assignments.
  - ❖ Reviews and improves services on an annual basis.
  - ❖ Develops personal goals and objectives to improve performance.
  - ❖ Makes annual projections and recommendations on all matters necessary to develop the General Fund budget for the school system.
- PROVIDES LEADERSHIP IN ALL MATTERS RELATED TO FINANCIAL AND ACCOUNTING OPERATIONS IN THE SCHOOL SYSTEM
  - ❖ Supervises, directs, evaluates, develops and, when necessary, recommends dismissal for any employee directly supervised.
  - ❖ Recommends for employment specialists necessary for the operation of assigned departments.
  - ❖ Assists employees in all matters related to insurance, payroll, and other related problems.
  - ❖ Advises the system on financial, administrative, and operational aspects of new or proposed programs.
  - ❖ Assists appropriate administrators in operating within approved budgets.
  - ❖ Directs preparation of budgets, formation of insurance programs, payrolls, general accounting,

and data process operations

- INITIATES PRACTICES AND PROCEDURES DESIGNED TO MAINTAIN AN ADEQUATE BUSINESS OPERATION FOR THE SCHOOL SYSTEM
  - ❖ Develops and maintains an efficient system accounting for revenues and expenditures in such a way as to produce unqualified audit reports.
  - ❖ Manages the banking and investment activities of the school system.
  - ❖ Manages the workmen's compensation program.
  - ❖ Manages all financial procedures required for the expenditure of federal monies, including the food service budget.
  - ❖ Reviews all requisitions and work orders for proper assignment of fund and ledger charges.
  - ❖ Designs, implements and improves all insurance programs for the school system
  - ❖ Develops and implements the necessary tax levies for the school system
  
- INITIATES PRACTICES AND PROCEDURES DESIGNED TO PROMOTE THE SUCCESS AND WELL-BEING OF THE STUDENTS
  - ❖ Directs and supervises the purchase of materials, supplies, and equipment for the school system
  - ❖ Supervises the data collection operations of the computer, including those which store and retrieve information and retrieve information on students
  
- INITIATES PROCEDURES WHICH INSURE EFFECTIVE SCHOOL/COMMUNITY RELATIONS
  - ❖ Works to achieve maximum understanding and support of public education
  - ❖ Communicates financial goals, objectives, policies, procedures and programs to staff, parents, community and media
  - ❖ Cooperates with principals, supervisors, and directors to provide a total educational program for students
  - ❖ Provides an open-door policy which allows for suggestions and disagreement

#### **PROFESSIONAL RESPONSIBILITIES:**

- Engage in self-reflection and growth opportunities to support high levels of learning for all students.
- Collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the district's mission.
- Maintain professional personal appearance and demonstrate respect for colleagues.
- Attend work regularly; report to work on time; and provide advance notice of need for absence.
- Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
- Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- Keep direct supervisor informed of the progress being made in the area(s) of responsibility.
- Attend meetings and/or staff development that address area(s) of responsibility as directed by

supervisor.

- Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
- Communicate appropriately and work effectively with all populations.
- Remain open to suggestions and innovative ideas; receive and apply feedback.
- Demonstrate competence in areas of responsibility.
- Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
- Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

*While the operation of the Grant Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain actions or behaviors must necessarily be dictated by the nature of the position held by the employee and commonsense. By virtue of one's education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.*

**I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

