

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Assistant Director Business & Finance

GENERAL DESCRIPTION

The essential function of this position within the organization is to support the initiatives and directives of the Director, Business & Finance and to more effectively accomplish goals and support the initiatives of the Business & Finance Department, and will be accountable for supervising, and facilitating the district's financial operations and budgeting practices in forwarding the District goals and priorities.

The position is responsible for supervising and collaborating with subordinate professionals District-wide in the planning, implementation and evaluation of District and school financial operations and programs. The position supports the development and implementation of programs within organizational policies; reports major activities to the Business Director through meetings and reports. The position is responsible for supervising directly and/or through subordinate directors the following departments; Finance, Payroll, Accounts Receivable, and continuous improvement/performance excellence.

Primary Duties:

This list represents the essential tasks performed by the position.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Assists and supports the goals, objectives and policies for administrative services which facilitate and support improved learning and achievement for all students enrolled in the School District of Monroe County.

Ensures compliance in areas of responsibility with all applicable policies, procedures, laws and regulations.

Ensures the fidelity of procedures and processes related to compliance with local, state and federal laws, regulations and policies relative to all financial services and operations.

Regularly evaluates program effectiveness utilizing stakeholder feedback to improve service delivery.

Monitors departmental budgets and ensures alignment with the District's Strategic Plan.

Assists the Director, Finance in developing a system of compensation that will attract, retain and encourage employees toward continuous self-improvement.

Develop and monitor self assessment and internal compliance systems and programs to ensure successful achievement of District goals and objectives.

Monitor and report audit results and assist in the development and implementation of corrective action plans

Review and approve preparation and finalization of monthly and annual financial reporting documents.

Coordinate all financial audit activities in cooperation with the auditor.

Review the fiscal impact of all benefits and supplements and advise the Superintendent and Board.

Participate in developing funding opportunities, the drafting of prospective programmatic budgets, and determining cost effectiveness of prospective service delivery.

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Ensure adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits.

Work with the Fiscal Director to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements. This includes: 1) interpreting legislative and programmatic rules and regulations to ensure compliance with all federal, state, local and contractual guidelines, 2) ensuring that all government regulations and requirements are disseminated to appropriate personnel, and 3) monitoring compliance.

Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee federal awards and programs.

Coordinates activities of independent auditors and the preparation of the annual financial statements in accordance with U.S. GAAP and federal, state and other required supplementary schedules and information.

Supervises Accounts Payable and Accounts Receivable and work collaboratively with others.

Support the development of a financial disaster recovery plan.

Supervises payroll operations and procedures and interface with Human Resources on pay schedule and benefits.

Conducts himself/herself in accordance with the Monroe County School District's Mission Statement and the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida promulgated by the Florida Education Standards Commission.

Other duties as assigned by the Superintendent.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

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Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving wide-spread economies and/or preventing losses through the management of a department that has an organization-wide impact or significant impact on the general population.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads and interprets highly complex professional materials involving abstract theories and concepts; writes for professional publications; develops and presents papers at professional conferences.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs complex work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention to detail for accurate results; and involves frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with extremely serious impact - affects entire organization and impacts other activities/organizations and the general public; where loss of life and/or damage is highly likely.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Establishes methods and procedures for acquiring and handling machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

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“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

Requires a Master’s degree or higher from an accredited college or university with concentration in finance, accounting, school administration, public or business administration.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

A minimum of 5 years of progressively responsible work experience in finance and accounting involving schools, public agencies, or private businesses.

Demonstrated skill in continuous improvement processes such as Quality, Baldrige Criteria for Performance Excellence, Best Practices and Interest-Based Problem Solving.

Demonstrated evidence of strong organizational, leadership and managerial skills.

Demonstrated skill in oral and written communication.

Demonstrated ability to work with diverse groups of people.

Experience with industry-standard computer applications.

*A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating office equipment.

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Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Director Business & Finance

Supervises:

Business & Finance

PAY GRADE: From: D137A1 To: D137O3

Number of Months: Number of Days: Hours:

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016