

QUITMAN SCHOOL DISTRICT

FINANCE COORDINATOR

DESCRIPTION OF POSITION

Direct and manage the operation of financial and business affairs of the district.

QUALIFICATIONS FOR THE POSITION

- Holds a BS Degree in accounting, business, finance, or business education from an accredited university.
- Advanced technical knowledge of school finance, budgeting, and accounting systems.
- Working knowledge of data processing systems and financial applications
- Excellent communication skills desired.
- Demonstrate, through a leadership role, an ability to work with people
- Minimum three years of school accounting experience preferred
- Within one year of employment, hold a School Business Administrator certification as awarded through the state of Mississippi.

SUPERVISES

- Assistant Finance Coordinator
- Administrative Assistant of Finance
- Finance Bookkeeper

REPORTS TO

Superintendent of Education

DUTIES AND RESPONSIBILITIES

Finance Division Management

- Develop and update district policies and standard practices for finance
- Develop and manage the finance department budget
- Define and evaluate job performance expectations of subordinate staff
- Supervise and audit the work performed by subordinate staff
- Develop training options and/or improvement plans to insure the best operation of the department

District Financial Management

- Support the instructional goals and objectives of the district through financial operations.
- Develop long- and short-range goals for the financial operation of the District.
- Monitor the budget operations for compliance with appropriations.
- Request federal projects funds upon approval of the Federal Programs Director
- Keep the Superintendent informed on the financial affairs of the District.
- Develop and manage the operating budget of the district
- Keep informed of and comply with state and district regulations and policies concerning public education administration.
- Provide leadership and management for accounting, budget hearing, bond issues, debt management, investments, and other programs.
- Provide leadership to achieve cost-effective practices throughout the district.
- Prepare and submit financial statements as needed
- Direct the district risk management and insurance programs.
- Administer cash flow and investments to provide optimum return on the cash assets of the District.
- Attend board meetings, as needed.

Payroll/Account Payable Management

- Monitor payroll processing of the district for accuracy and compliance with state and federal laws.
- Monitor the paying of monthly bills for compliance with purchasing laws and state regulations.

Fixed Asset Management

- Coordinate the acquisition and disposal of fixed assets for the District.
- Monitor the monthly addition and deletion of assets to be reported to the Board.
- Monitor the yearly audit of the fixed assets of the District.

Worker's Compensation

- Monitor the worker's compensation claims of the District.
- Implement safety guidelines as needed.

Sixteenth Section Lands Management

- Keep yearly records of cash flow from sixteenth section lands.
- Maintain copies of contracts and bonds.
- Maintain accurate spreadsheets by section.

Fund Management

- Manage the various funds of the District through supervision of revenues and expenditures and cash flow analysis.
- Manage the District financial data in compliance with the financial accounting manual.

- Monitor monthly revenue and expenses of the district through bank statement reconciliation.

External Contract Management

- Implement contracted service agreement for auditor.
- Implement contracted service agreements on equipment.
- Secure and maintain insurance policies that are current and in compliance with state statues.
- Secure and maintain applicable bonds for administrators and Board members.
- Secure and maintain contracts, real property deeds, and vehicle titles.
- Secure documentation of workers compensation coverage for contract laborers.
- Perform other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT

As determined by the Board of Trustees

FLSA

Exempt

EVALUATION

Performance of this position will be evaluated annually

