



JOB DESCRIPTION

POSITION TITLE: (B1) Director of Finance
DEPARTMENT: Business Office
WORK DAYS: 240
REPORTS TO: Superintendent
PAY SCALE: CO Level 8

REQUIREMENTS:

<ul style="list-style-type: none"> ● High school graduation including courses in bookkeeping, accounting, business, English, and mathematics ● Associates Degree or higher in Business or Accounting preferred ● 5 years experience in accounting or bookkeeping, or demonstrated competence in the tasks assigned ● Prior experience is school district budgeting and finance preferred ● Demonstrated competence in the use of business software ● Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
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The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

● Maintains a complete and systematic set of records for financial transactions of the district
● Traces errors and records adjustments to correct charges or credits posted to incorrect accounts
● Reconciles canceled payroll accounts, payable checks, and all other funds including cafeteria and headstart with bank statements and verifies bank balance with statements
● Leads in preparation of fiscal state and annual city budgetary process
● Completes applications for requests for federal funds
● Prepares, enters, and records all disbursements of district funds
● Makes reports that are a result of the accounting function
● Leads the preparation of fiscal year end reports to the Department of Education such as payroll audit report and reports on federally funded programs
● Compiles and prepares end of year QBE verification reports for Georgia Department of Education
● Complies with Georgia Financial Accounting Handbook (GaDOE Financial Management Guide)
● Maintains Capital Asset Inventory
● Ensures Financial Audits are completed accurately and on-time
● Prepares financial statements, income statements and balance sheets to reflect financial condition to submit to superintendent and board
● Supervises Business Office personnel
● Performing other duties assigned by the supervisor and/or central administration

****INTERNAL CANDIDATES MAY EMAIL hr@rcs.rome.ga.us TO MAKE US AWARE OF YOUR INTEREST IN THE POSITION****