

Hyde County Schools

ASSISTANT FINANCE OFFICER

NATURE OF WORK

Serves as the primary representative of the Financial Officer when the Financial Officer is unavailable or occupied with other work. In that role, must handle issues personally and/or work with directors and managers to assist in issues resolutions.

Assists Finance Officer in supervision and administration of the \$11 million in annual operating monies for the school district.

Serves as an internal monitor of quality control for the finance department via review of monthly reports/downloads from the Department of Public Instruction and the monitoring and reconciliation of federal monies in the new LBAAS reporting system (Federal Budgeting and Reconciliation System).

DUTIES AND RESPONSIBILITIES

Serves as a primary contact for federal program directors in federal budget matters as related to budget reconciliation reports within LBAAS and assists the Finance Officer in quality control for internal fiscal monitoring of all federal programs.

Provides consultation and training to Principals, School Secretaries and Central Office Staff on state and DPI school compliance issues, among them personnel regulations, requirements inherent in the uniform chart of accounts and Uniform Education Reporting System (UERS), generally accepted accounting principles (GAAP), and federal reporting compliance requirements.

Serves as the Finance Department designee on unit-wide committees and task forces when the Financial Officer cannot attend.

Assists the Financial Officer in coordinating the work of the five major functional areas of the finance department 1. Financial Operations—including payroll and accounts payable, 2. Accounting, 3. Purchasing, 4. Internal Monitoring and 5. Budget Preparation and Monitoring.

As requested by the Financial Officer, works with the directors and managers of the school district to solve problems for which assistance has been requested.

Upon the retirement or incapacitation of the Financial Officer serves as the primary liaison between departmental staff, the Organization, and external parties during the transitional period.

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Performs (as directed by Finance Officer) projections of costs (personnel and non-personnel) on an on-going basis for multiple federal and state programs and grants. Also trains subordinate staff and clerical staff in other departments in these techniques.

Recommends changes (budgetary and other) and new strategies for federal and state programs and grants as a result of internal monitoring for federal and state programs and grants.

Provides early-warning of potential under or over expenditures to program administrators for federal and state programs and grants.

Reviews general ledger for potential non-budgeted expenditures and investigates to determine whether corrections and/or adjustments need to be made. Also reviews MFR to determine cause of and solution for any out-of-sync conditions between our general ledger and DPI's financial data. Prepares journal entries for Finance Officer's approval if needed.

Distributes allotment updates to federal and state programmatic budget directors as they are received; also alerts management and directors in Organization to changes in procedures that affect their operations as contained in newsletters or other DPI publications.

Reviews (in Finance Officers absence) payrolls while in process to prevent salary miscoding; also reviews salary audit exception reports to make sure that issues with pay certifications are resolved in a timely fashion and allotment reports to make sure that position allotments are being utilized most effectively.

Prepares 202's as directed to move expenditures between funding sources to achieve greater maximization of resources and to assure expenditures are charged to correct account codes. Monitors ESC report of unemployment compensation charges and prepares journal entries to distribute them among funding sources at year-end.

Implements and assists in special projects as directed by Finance Officer as needed to enhance the school district's efficiency and/or monitoring programs.

MINIMUM TRAINING AND EXPERIENCE

Associate Degree in accounting or equivalent, and 3 years of experience in finance or accounting, preferably in a governmental setting; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

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ESSENTIAL JOB FUNCTIONS

Must be physically able to operate a variety of equipment including computers, copiers, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects.

Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics of data, people or things.

Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, policies, etc. using prescribed formants.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics, statistical inference and statistical theory.

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of accounting and auditing including modern School System financial administration.

Thorough knowledge of Federal, State and local laws and policies concerning School System fiscal operations.

Thorough knowledge of the procedures of the County Board of Education and the State Department of Public Instruction.

Thorough knowledge of the operations of local government including taxation and other sources of revenue.

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Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends, and developments in the field of accounting and auditing.

Considerable knowledge of the principles of supervision, organization and administration.

Ability to maintain standard accounting and control measures for the School System.

Ability to effectively invest school funds.

Ability to develop and administer budgets.

Ability to plan, direct and coordinate the work of a technical and professional staff.

Ability to prepare clear and concise reports and to compile and analyze financial statements and reports.

Ability to operate standard office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to develop and implement effective financial policies.

Ability to effectively express ideas orally and in writing.

Ability to exercise considerable independent judgment and initiative in planning and directing an extensive fiscal control system.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

REPORTS TO: Director of Finance/Superintendent

FSLA STATUS: Non-exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of

employees to perform this job.