

**POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS**

January 2013

SECTION I: GENERAL INFORMATION

Position Title: Director of Finance	Department: Business Office
Immediate Supervisor's Position Title: Director of Administrative Services	FLSA Status: Exempt
Band/Grade/Subgrade: E-8-1	Bargaining Unit: Non-Union Administrators - Director
Job Summary: Under the direction of the Director of Administrative Services, the Director of Finance oversees fiscal reporting, budget preparations and financial projections and the coordination of workflow and staff operations within the Business Office.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Provides required reporting to outside agencies.
Percent of Time:	20	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> Ensures that the District's reporting system is in compliance with State of Minnesota UFARS requirements, as well as GASB and other guidelines. Provides Nonpublic school/Home School State Aid reports to the Minnesota Department of Education. Manages Federal Programs' financial reporting and recommends to program coordinator(s) changes to maximize revenue. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Manages, supervises and directs the personnel in the Business Office. Coordinates the daily workflow of accounting and payroll tasks of the Business Office.
Percent of Time:	20	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> Oversees the selection, hiring, discipline, transfer or discharge of direct reports. Monitors and evaluates performance of direct reports. Oversees the orientation, personal development and training of direct reports. Monitors the accomplishment of departmental programs, projects and goals. Examines, controls and/or reorganizes departmental responsibilities, operational procedures, methods and policies to better accomplish department/district goals and procedures. Supervises and provides work direction to the Payroll Bookkeeper (Accounting Specialist) and both of the Accounts Payable Bookkeepers (Accounting Generalists). 		

- Provides for and reviews monthly reports of expenditures and revenues.
- Assists the Director of Administrative Services in planning and directing the administration of the business office.

Duty/Responsibility No:	3	Statement of duty/responsibility: Establishes, administers and oversees all accounting, cash management, audit and financial reporting requirements and procedures within the District.
Percent of Time:	15	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Oversees district cash flow analysis and investment decisions. • Coordinates the district's annual audit activities and functions. Manages the implementation of audit recommendations and findings. • Prepares audit schedules, documents or materials at the request of audit personnel. • Plans and implements fiscal and account controls, procedures and policies. • Administers the annual tax levy certification process by determining specific levy amounts per statutory requirements. 		

Duty/Responsibility No:	4	Statement of duty/responsibility: Assists the Director of Administrative Services in all areas of revenue and expense, budget preparation, projections, cost management and control.
Percent of Time:	25	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Assist the Director of Administrative Services in developing enrollment projections for financial planning. • Coordinate budget development process using the parameters and assumptions provided by the Director of Administrative Services. • Completes fiscal reporting in the areas of budget preparations and financial projections, in accordance with Board of Education parameters. • Monitors appropriate aspects of both the financial and human resource programs. • Provides data for the budget. • Supports the financial calculation of the compensation, benefit and classification programs of the district during negotiations. • Develops financial analyses concerning district plans, projects or goals. 		

Duty/Responsibility No:	5	Statement of duty/responsibility: Manages the District's investment and cash flow processes.
Percent of Time:	10	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> • Ensures that bank balances are adequate to meet the District's daily financial obligations. • Maximizes returns on the District's cash investments. • Recommends investment strategies to the Director of Administrative Services. 		

Duty/Responsibility No:	6	Statement of duty/responsibility: Conducts audit of employee health and dental insurance premium deductions calculated by Human Resources Department.
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

- Ensures that annual payroll deductions for these premiums are correct, according to employee labor agreements or individual employment agreements, as appropriate.

Duty/Responsibility No:	7	Statement of duty/responsibility: Determines and coordinates updates and upgrades to appropriate software systems.
Percent of Time:	5	

Tasks involved in fulfilling above duty/responsibility:

- Coordinates with Region V to ensure that the SMART Finance and SMART HR (human resource information) systems are updated and upgraded, as necessary.

Duty/Responsibility No:	8	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
less than high school diploma				Baccalaureate degree.		
High school diploma or GED.				Major field of study or degree emphasis: Accounting, finance or a closely-related field.		
1 year college			2 years college			
3 years college		X	4 years college			
1st year graduate level						Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> Principles of accounting and auditing.
2nd year graduate level						

Doctorate level	<ul style="list-style-type: none"> • Business and financial management. • Appropriate computer software, such as spreadsheets, databases and word processing. • Knowledge of UFARS. • Fundamentals of supervisory concepts, principles and practices. • Knowledge of district administrative guidelines, policies and procedures. • Knowledge of relevant laws, rules, statutes, regulations and guidelines pertaining to areas of responsibility. • Ability to transport self among district buildings and to regional and state meetings and workshops as necessary. • The skill and ability to communicate – both orally and in writing.
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Required Work Experience in Addition to Formal Education/Training:

A minimum of five years professional accounting and finance experience in public accounting.

Required Supervisory Experience: Requires a minimum 3 years management/supervisory experience in overseeing finance or accounting functions and operations.

LICENSE/ CERTIFICATION	Identify licenses/certification required upon hiring: A CPA license is preferred.
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ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Managing, projecting, formulating and establishing budgets. • Preparation, maintenance and accounting processes and procedures associated with the maintenance of the general ledger, accounts payable, accounts receivable and payroll processing. • Verbal and written communication. • Using online financial programs, including online reporting. • Developing and implementing accounting controls, procedures and methods consistent with acceptable accounting procedures and methods. • Preparation of various local, state or federal accounting/fiscal reports. • Delegating, supervising, evaluating and monitoring accounting support personnel. • Accounting analysis and projection techniques and procedures in the analysis of cash flow requirements, revenue projections, budget requirements and other financial projections.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	Accounting Specialist - Payroll	1
2	Accounting Generalist – Accounts Payable, Accounts Receivable	1
3	Accounting Generalist – Buildings & Grounds, Food Service and Technology	1
4	Accounting Generalist - Special Education, Accounts Receivable	1
TOTAL		4

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		x		
Walk		x		
Sit				x
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms	x			
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear			x	
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds	x			
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities
Physical requirements associated with the position can be best summarized as follows:
Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. There are no special vision requirements for this classification, other than normal vision.

SECTION IV: CLASSIFICATION HISTORY

- Updated January 2013
- Updated April 2015