

JOB DESCRIPTION FOR FOLEY PUBLIC SCHOOLS

JOB TITLE: Director of Finance and Operations

JOB SUMMARY: To administer the business affairs of the district to provide the best possible educational services with the financial resources available.

REPORTS TO: Superintendent

LOCATION: District Office

SUPERVISES: Accounts Payable-MARSS Coordinator Payroll/Benefits Clerk, District Office Secretary, Benefits Secretary, Director of Technology, Director of Transportation, Director of Buildings and Grounds, and the Director of Child Nutrition.

MAJOR JOB DUTIES:

1. Works to accomplish the district mission and focus on achieving the district goals while promoting a positive image of the Foley Public Schools and Community Education programs internally and externally.
2. Establishes and develops up-to-date systems of financial accounting that meet the requirements of the state auditor, federal auditors, the state department of education and the auditor employed by the district to review financial transactions.
3. Directs the accounting operations and supervises the staff assigned to assist with the financial systems of the district in a manner that is effective, efficient, secure, and accurate.
4. Supervises the processes for collection, safekeeping, and distribution of all funds.
5. Performs accounts receivables and follows up on uncollected accounts.
6. Monitors accounts payable for timely payment.
7. Manages the levy process, including gathering the necessary data and input, computing and verifying the proposed levy, preparing the materials and presenting the proposed levy at the public meeting and to the Board for approval, and preparing and leading the presentation at the Truth in Taxation public meeting.
8. Verifies financial data for Federal program applications and bank reconciling. Assures proper coding, as well as makes timely draws of Federal funds due the District through SERVVS.
9. Serves as liaison with financial advisors for bond issues and other financial-related matters.
10. Prepares the District's various funds' budgets in consultation with the Superintendent, including calculating the revenues, estimating the expenditures, projecting salary and benefit costs for all staff, ensuring proper UFARS coding, preparing the budget presentation materials, and presenting the proposed initial and revised budgets to the Board at the public meetings.
11. Controls the district budget management on a daily basis.
12. Plans, researches and makes recommendations regarding options to solve financial related short and long term problems and opportunities.
13. Prepares district enrollment and staffing projects for the coming school year and long-range financial projections.
14. Helps build UFARS codes in Smart Finance as needed to comply with regulations. Reviews chart of accounts.
15. Assists staff with account balances and UFARS codes and verifies proper UFARS coding in compliance with Minnesota Department of Education guidelines.

16. Provides assistance with accounting and bookkeeping functions of special education, food service, transportation, MARSS, STARS and various grant programs.
17. Monitors internal controls including proper separation of duties. Reconciles bank statements. Conducts periodic spot checks of payroll registries and other documents.
18. Prepares or oversees the preparation of the year-end financial work papers and proper closing of the accounting books annually.
19. Arranges for the internal and external auditors for annual compliance and financial audits.
20. Establishes and maintains a system of inventory for district materials, equipment and supplies.
21. Keeps the superintendent and board informed about school financial matters.
22. Assists with the preparation and distribution of Board packet information.
23. Communicates budget and financial information in language easily understood by the District's constituents – School Board members, employees, bargaining unit officials, parents, taxpayers, media and rating agencies.
24. Coordinates the day-to-day activities of the business office to ensure an orderly workflow and effective use of available time, money and staff resources, including providing ongoing recommendations for and implementation of improvements to systems as necessary to assure continuous improvement.
25. Leads staff in establishing goals in alignment with School Board goals.
26. Makes accurate and timely reports to the appropriate agencies as may be required by law or regulations.
27. Serves as the financial information official for the district's salary negotiations process.
28. Manages the district insurance programs; both employees and property.
29. Projects the District's cash needs and prepare plans for cash management.
30. Manages the District's investment of idle funds.
31. Establishes and maintains systems for district ordering, purchasing and receiving of school materials, equipment and supplies. Conducts contracting and bidding for the purchase and delivery of goods and services in compliance with federal guidelines, state statutes and District policies, including preparing bid specifications, publishing notices, soliciting bids or quotations, tabulating the responses and preparing recommendations for Board approval as appropriate.
32. Develops and maintains knowledge of district policies, procedures, and practice.
33. Participates as part of district administrative team, working to accomplish the district's mission and goals.
34. Works closely with district supervisory staff to manage and plan for delivery of services in a manner that is sustainable, financially responsible, and continually improves the system.
35. Oversees the following operational departments of the school district: Food Service, Building and Grounds, and Transportation.
36. Facilitates district's purchasing program. Approves expenditures within budgetary guidelines. Approve requisitions on a daily basis as they come through SMART Finance.
37. Determines appropriate coding for revenues and expenditures to meet guidelines of school financial reporting with UFARS compliance.
38. Assists in the preparation of district yearend audit worksheets.
39. Enters account receivables that come into the district. This includes entering general fund, MSDLAF month end, and student activity receipts.
40. Monthly food service journal entries. Goes into CLICS every month and itemizes out each cash transaction that the district receives from the state department. Capital Budget and Project Management.

41. Other duties as assigned.

Qualifications including Education/Skills/Training Required:

- Bachelor's degree in education, business management, finance or accounting.
- A minimum of four year's experience in one of the above fields, including one year of experience in the supervisory capacity.
- Ability to function in an administrative capacity including developing and maintaining positive professional relationships, problem solving, and conflict resolution.
- Demonstrated knowledge of UFARS, Minnesota Department of Educational finance rules, and software applications.
- High level of writing, speaking, and listening skills to prepare and deliver presentations, proposals, and other reports, in a clear and understandable manner.

Physical Demands of the Position:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The position requires mobility. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, mouse, calculator and similar machines. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach, push or pull with hands and arms to manipulate objects, tools or controls; climb or balance; and bend, stoop, kneel, squat or crouch. The employee must frequently lift and/or move up to 10 pounds and up to 25 pounds on an occasional basis. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Conditions:

Usual office working conditions. The noise level in the work environment is typical of most office environments. Minimum physical exertion.

Bargaining Unit: Individual Contract

Approved by Foley School Board on December 14, 2015; revised 04-10-2017.