

**JEFFERSON COUNTY SCHOOL SYSTEM  
JOB DESCRIPTION**

**DIRECTOR OF FINANCIAL SERVICES**

**Qualifications**

1. Graduate of an accredited four-year college with major course work in accounting or a closely related field, CPA or TASBO certification preferred. Experience in governmental accounting procedures, supervisory experience; or any combination of education and experience to provide the skills and knowledge to successfully perform the duties and responsibilities of the position.

**Essential Duties and Responsibilities**

1. Collaborate with the Director of Schools to develop, review, and manage the school system's annual budget;
2. Provide guidance on the budget process to area directors and other system level coordinators responsible for budget preparation;
3. Prepare regular budget analyses for the Director and Board on expenditures compared to actual budget available for program operations;
4. Supervise and participate in the preparation of monthly, semi-annual and annual financial statements;
5. Supervise and prepare accounts receivable for posting;
6. Monitor and recommend financial policies and procedures to assure proper internal control and compliance with applicable rules and regulations governing School System programs;
7. Provide guidance to staff on fiscal reporting requirements; ensure statements conform with GAAP requirements and standards;
8. Compile historical data and prepare supporting financial analysis;
9. Coordinate the preparation of all financial information in advance for review by independent auditors;
10. Serve as the primary contact for auditors and State Department of Education for periodic reviews and questions posed;
11. Oversee and recommend changes for procedures as necessary for employee benefits programs;
12. Collaborate with the Board of Education's Teacher Negotiations Team when engaged in salary or benefit negotiations;
13. Review and approve all coding of purchase orders to ensure funding is available for purchase;
14. Plan, supervise, and review the work of subordinate professional and clerical employees performing various accounting functions, including payrolls;
15. Ensure that all internal controls, forms, and procedures are followed;
16. Establish and maintain effective working relationships with school administrators and bookkeepers, other departmental directors and coordinators, fiscal agents for county government, and the general public;
17. Perform other duties or assignments as indicated by the Director of Schools.