



**Job Title:** Director of Finance

**Exemption Status/Test:** Exempt

**Reports to:** Chief Financial Officer

**Date Revised:** June 26, 2017

**Dept. /School:** Finance

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**Primary Purpose:**

Direct and manage the business operations of the district including accounting, payroll, and treasury.

**Qualifications:**

**Education/Certification:**

Bachelor's Degree, preferably in accounting, finance or related field  
CPA and TASBO Certification

**Experience:**

Five (5) years of accounting and management experience

**Special Knowledge/Skills:**

Knowledge of Texas Education Agency (TEA) Financial Accountability System Resource Guide  
Knowledge of applicable State of Texas and United States government and government agency compliance requirements  
Knowledge of governmental accounting and auditing principles established by the Governmental Accounting Standards Board (GASB)  
Experience with a strong knowledge of Oracle 12 financials applications  
Ability to analyze and interpret financial data, evaluate accounting problems, develop data, and recommend improved procedures  
Ability to use software to develop complex accounting reports, spreadsheets, and databases  
Effective organizational, communication, and interpersonal skills  
Experience in public school finance

**Major Responsibilities and Duties:**

**Fiscal Management**

1. Assist in the development of long-and short-range objectives for the business operations of the district.
2. Ensure that accounting systems comply with applicable laws and regulation including Texas Education Agency (TEA) Financial Accountability System Resource Guide.
3. Assist the district's independent and internal auditors in conducting periodic audits.
4. Evaluate accounting procedures, systems, and controls in all district departments and recommend improvements in their design, implementation, and maintenance.
5. Determine cash available for investment and payment of bills based on daily analysis of cash flow.
6. Oversee monthly bank reconciliations for all accounts. Review reconciliations of vendor and payroll clearing accounts.
7. Work with district personnel to project capital equipment needs and other cost items for district and individual school improvement.

8. Plan and conduct needs assessments for improvement of district business operations. Ensure that business operations support the district's goals and objectives and provide leadership to achieve cost-effective practices throughout the district.
9. Assist with administration of the business office budget and ensure that programs are cost effective and funds are managed prudently.

### **Policy, Reports, and Law**

10. Implement policies established by federal and state law, State Board of Education rule, and local board policy in area of business operations.
11. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

### **Personnel Management**

12. Prepare, review, and revise business department job descriptions.
13. Develop training options and/or improvement plans to ensure exemplary business operations.
14. Select, train, evaluate, and supervise staff and make recommendations relative to assignment, retention, discipline, and dismissal.

### **Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of the Assistant Director of Finance, Business Office Accountants and other Business Office Staff.

### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours; occasional districtwide and statewide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.