

Job Title: **Assistant Superintendent – Finance and Business Services**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 2

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to serve as staff finance officer and chief financial advisor to the Superintendent and School Board, provide timely fiscal reports and counsel relative to wise use of District resources, and to assure that the District finances are responsive to the mission and goals of the District.

ESSENTIAL JOB FUNCTIONS

- Plans, implements, evaluates, advises, and reacts to strategies affecting the District's financial condition.
- Performs administrative functions related to the district's financial accountability to State and Federal agencies.
- Performs administrative functions related to district wide employee compensation and benefits.
- Coordinates and directs the budget control function of the District.
- Assists with data collection in the collective bargaining process.
- Directs the District's cash management program.
- Responds to audit concerns and coordinates the District response to criticism.
- Coordinates budget, accounting, billing, and collection control procedures.
- Provides funding advice for Capital Improvement and Debt Service Programs.
- Initiates and maintains a system of internal controls to safeguard the assets of the District and provide the highest level of accountability.
- Establishes and develops an up-to-date integrated system of financial accounting that meets the requirements of the independent auditors, Auditor General, and Florida Department of Education.
- Provides direction, cost analysis of personnel costs with projects of staffing requirements, financial implications, and impact on employee relations.
- Prepares Finance and Business Services agenda items of routine and priority nature for the School Board agenda.
- Assists in the development of School Board rules as they relate to purchasing, payroll, and all fiscal matters.

- Maintains effective community relations and interprets financial matters to the community.
- Attends School Board meetings and prepares reports for the Board as the Superintendent directs.
- Advises and assists the Superintendent and School Board on budgets, accounting policies, and various fiscal matters.
- Presents monthly statements to the School Board in the form of the Finance Agenda.
- Conducts interviews with the media when requested and provides written articles and information for publication.
- Serves as speaker at civic group meetings or any other requests.
- Maintains a network of peer contacts through professional organizations.
- Represents the District at state and regional finance meetings.
- Interfaces with school administrators, staff attorney, state agencies, Internal Revenue Service, union representatives, and auditors.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Makes annual budget preparations and presentations based on FTE information and projections.
- Provides information to the Superintendent and School Board on financial status of District when required or requested.
- Assists in the development of School Board policies and revisions.
- Meets weekly with department heads to remain abreast of status and of areas of concern.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Master's Degree in Business, School Administration, or Accounting.
- Certified Public Accountant (CPA) required.
- Minimum of seven (7) to ten (10) years of experience in finance.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of state and federal laws and School Board policies relating to school finances.
- Requires the ability to display knowledge of basic accounting principles and practices.
- Requires the ability to define problems, collect data, establish facts, and draw conclusions.
- Requires the ability to read, analyze, and interpret complex financial reports.
- Requires the ability to display knowledge of computer applications, both PC and mainframe.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to determine strategy as well as long range goals for the organization.
- Requires the ability to develop policies, long range plans, and allocate funds.
- Requires the ability to perform work that involves high level issues, processes, or organizational needs.

- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unprecedented requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: