



## **JOB DESCRIPTION**

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### **FINANCIAL OPERATIONS AND REPORTING MANAGER**

#### **POSITION SUMMARY**

Plan, direct and review the activities and operations of the Financial Operations and Reporting Division, including general ledger operations, financial reporting, payroll, accounts payable, treasury, business information management systems, student body accounting, and grants management. Manage the annual external financial audit and prepare the annual financial reports; Provide professional and strategic analysis and counsel to the Chief Financial Officer, Superintendent's Staff, Budget Committee and Board.

#### **PRIMARY DUTIES AND RESPONSIBILITIES**

Direct division work plan which includes supervision and evaluation of professional and para-professional staff.

Develop, implement and maintain business information systems; analyze business requirements and provide recommendations and solutions on how to meet requirements; select and maintain contracts with software vendors.

Supervise the monitoring of district-wide financial data to ensure compliance with accounting standards, as well as pertinent laws, policies and procedures.

Provide technical consulting services to schools and departments; advise schools, departments, other agencies, and the public of district financial and accounting policies and federal and state statutes.

Direct the annual audit; prepare work plans and schedules; coordinate audit process with external auditors and schools and departments; ensure the timely production and filing of all financial reports in accordance with State law and professional requirements.

Evaluate the effectiveness of district-wide financial operations and structures; assist in the development and implementation of financial goals policies and procedures; develop financial procedures.

Perform complex technical analysis relation to financial reporting and fund management.

Work with principals, directors and finance professionals to resolve sensitive issues related to payroll, accounts payable, student body accounting, and grants.

Manage a comprehensive program to train district staff in financial systems, procedures, budgets, and fund management to ensure the integrity of accounting data so that decision-makers in schools and departments have accurate information.

Document and maintain fiscal procedures for schools and departments.

Identify changing systems and business process needs due to legal changes, changes in accounting standards or budgeting and funding issues. Coordinate with staff to ensure the timeliness, accuracy, and efficiency of implementation.

Analyze the flow of information system data and develop internal procedures for staff to facilitate the timely and accurate entry of financial records. Identify necessary changes in business processes to ensure efficient workflow and the best utilization of system capabilities to fit the district's business needs.



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### **QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities:**

Knowledge of principles and practices of public financial management, including governmental accounting, auditing, grant management, financial reporting, payroll and accounts payable, budgeting, internal control structures and applicable audit procedures.

Knowledge of pertinent Federal, State, and local laws, codes, and regulations, including laws regulating public finance, fiscal operations, payroll, human resources management, and government standards and practices (ethics).

Knowledge of governmental treasury management, including forecasting methods, legal requirements, and financial market conditions.

Ability to identify weaknesses in internal control structure and areas of non-compliance with relation to grantor, statutory and administrative requirements.

Ability to select, train, supervise, coach and evaluate staff; set work priorities, supervise daily operations, delegate to staff and monitor progress on assignments.

Ability to participate in the design and implementation of new accounting, budgetary and related financial systems including development and implementation of operating procedures.

Ability to work effectively with staff at all levels of the organization and with other agencies, appointed and elected officials, parents, and community members, including the ability to analyze, interpret and present technical information in an effective manner and the ability to identify and respond to citizen, media, board and Budget Committee questions, issues and concerns.

Ability to think strategically and develop both short and long term plans to meet an objective.

Ability to present technical information and data in an effective manner and prepare complex financial statements, reports and analyses.

Ability to communicate effectively verbally and in writing to a variety of groups and individuals.

Ability to establish and maintain effective working relationships with financial and business communities, staff, public officials and the general public.

Demonstrated ability to effectively work with and respond to people from different cultures or backgrounds.

#### **Education and Experience:**

Bachelor's degree in accounting, finance or closely related field and five years progressively responsible professional accounting, supervision, and business systems implementation/maintenance experience or any combination of experience and training that provides the required knowledge, skills, and abilities. CPA license is required.