

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

ASSISTANT SUPERINTENDENT – FINANCE AND BUSINESS SERVICES

QUALIFICATIONS:

- (1) Master's Degree in Business, School Administration or Accounting.
- (2) Certified Public Accountant (CPA) required.
- (3) Minimum of ten (10) years experience in finance.
- (4) 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:

Knowledge of state and federal laws and School Board policies relating to school finances. Knowledge of basic accounting principles and practices. Ability to define problems, collect data, establish facts and draw conclusions. Ability to read, analyze and interpret complex financial reports. Knowledge of computer applications, both PC and mainframe. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Deputy Superintendent

JOB GOAL

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.

SUPERVISES:

Director III - Accounting Operations
 Director II - Budgeting
 Director I - Purchasing and Business Services
 Director III - Payroll Accounting

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Coordinate and manage the financial planning for the District.
- * (2) Coordinate and direct the budget control function of the District.
- * (3) Assist with data collection in the collective bargaining process.
- * (4) Direct the District's cash management program.
- * (5) Respond to audit concerns and coordinate the District response to criticism.
- * (6) Coordinate budget, accounting, billing and collection control procedures.
- * (7) Provide funding advice for Capital Improvement and Debt Service Programs.

ASSISTANT SUPERINTENDENT – FINANCE AND BUSINESS SERVICES (Continued)

- * (8) Initiate and maintain a system of internal controls to safeguard the assets of the District and provide the highest level of accountability.
- * (9) Establish and develop an up-to-date integrated system of financial accounting that meets the requirements of the independent auditors, Auditor General and Florida Department of Education.
- *(10) Provide direction, cost analysis of personnel costs with projects of staffing requirements, financial implications and impact on employee relations.
- *(11) Prepare Finance and Business Services agenda items of routine and priority nature for the School Board agenda.
- *(12) Assist in the development of School Board rules as they relate to purchasing, payroll and all fiscal matters.

Inter / Intra-Agency Communication and Delivery

- *(13) Maintain effective community relations and interpret financial matters to the community.
- *(14) Advise and assist the Superintendent and School Board on budgets, accounting policies and various fiscal matters.
- *(15) Present monthly statements to the School Board in the form of the Finance Agenda.
- *(16) Conduct interviews with the media when requested and provide written articles and information for publication.
- *(17) Serve as speaker at civic group meetings or any other requests.
- *(18) Maintain a network of peer contacts through professional organizations.
- *(19) Represent the District at state and regional finance meetings.
- *(20) Interface with school administrators, staff attorney, state agencies, Internal Revenue Service, union representatives and auditors.

Professional Growth and Improvement

- *(21) Attend state and regional meetings to stay abreast of changing laws and requirements.
- *(22) Promote and support professional growth for self and others.
- *(23) Set high standards for self and others.
- *(24) Develop annual goals and objectives for areas of responsibility.
- *(25) Develop and implement annual evaluation of areas of responsibility for improvement purposes.
- *(26) Provide guidance and assistance to personnel within areas of responsibility when needed or requested.

Systemic Functions

- *(27) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(28) Make annual budget preparations and presentations based on FTE information and projections.
- *(29) Provide information to the Superintendent and School Board on financial status of District when required or requested.
- *(30) Assist in the development of School Board policies and revisions.
- *(31) Meet weekly with department heads to remain abreast of status and of areas of concern.
- *(32) Represent, consistently, the District in a positive and professional manner.
- (33) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(34) Direct and coordinate the planning, implementation and evaluation of business services.
- *(35) Direct the preparation and administration of the annual School District budget.
- *(36) Direct the preparation of financial reports and statements to schools, the District, the state and federal government.
- *(37) Demonstrate initiative in identifying potential problems and take appropriate action.
- *(38) Facilitate problem solving by individuals or groups.
- *(39) Exercise proactive leadership in promoting the vision and mission of the District.

ASSISTANT SUPERINTENDENT – FINANCE AND BUSINESS SERVICES (Continued)

PHYSICAL REQUIREMENTS:

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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities

ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 2

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002