

QUALIFICATIONS AND DUTIES OF DIRECTOR OF FINANCE

TITLE: Director of Finance

QUALIFICATIONS:

1. A Wisconsin Department of Public Instruction Business Manager's Certification or comparable technical training and experience in accounting, financial planning and business management.
2. Any other qualifications/alternatives the Board may deem necessary or desirable.

REPORTS TO: District Administrator

GENERAL FUNCTIONS:

The **Director of Finance** will:

1. Act as a member of the district's administrative team.
2. Assume responsibility for the financial affairs of the district including the handling of all funds, financial transactions, accounting procedures and fiscal reporting and shall manage such in accordance with Board policies and state and/or federal law.
3. Assist in preparation, presentation, administration and evaluation of the district's annual budget.
4. Assist in the preparation of all data as related to the financial aspects of the collective bargaining process with the district's professional and support staff unions.
5. Act as the district's payroll officer and assume responsibility for the management of the entire payroll system.
6. Prepare and submit in a timely manner all financial reports as required by state and federal agencies.
7. Prepare all annual tax levy data for each individual municipality within the district.

8. Prepare all necessary financial information and documentation for the district's annual audit and for any state and/or federal audits.
9. Prepare financial aspects of contracts for all district employees.
10. Supervise and manage in cooperation with the District Administrator, all financial aspects of the district's transportation contract.
11. Supervise and manage in cooperation with the District Administrator, all financial aspects of district student tuition or 66:30 consortium agreements.
12. Assist in interpreting and communicating the district's financial policies, procedures, and budget to school personnel, the Board and district groups.
13. Advise the District Administrator and Board on all financial matters.
14. Assist in the hiring of all business office personnel and assume responsibility for establishing job tasks, training, supervising, evaluating and approving hours and work schedules of all business office personnel.
15. Ensure all Board policies, administrative procedures and collective bargaining agreement provisions as related to the business or business office employees are adhered to.
16. Prepare and communicate on an on-going basis, financial/budget status reports to the District Administrator, Board and other appropriate school personnel.
17. Assume responsibility for the safe-keeping and security of the district's financial records.
18. Establish and implement procedures to safeguard all district funds.
19. Keep informed of the latest school business management procedures and direct innovation and experimentation as appropriate.
20. Assume responsibility for and supervise the district's food service program.
21. Assume responsibility for the management of personnel benefits and assist in the management of personnel records.
22. Oversee and monitor all aspects of the district's assets and insurance programs.

23. **Perform financial and reporting functions necessary as a fiscal agent for the district's special education program.**

24. Perform such other duties as assigned by the District Administrator.

TERMS OF EMPLOYMENT:

Twelve months salaried position. Wages, benefits, hours and working conditions to be established by the District Administrator and Board.

EVALUATION:

Performance of the Business Assistant will be evaluated in accordance with Board policies and state law.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____
(employee)

Adopted by the Board of Education October 27, 1997

Revised: November 16, 1998

Revised: May 15, 2006