

Tupelo Public School District

	FLSA STATUS: Exempt
JOB TITLE:	Director of Finance
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Masters Degree in Accounting or Finance 2. At least 5 years experience required in Mississippi Public School District accounting 3. Eligible to receive a 420 school district business administrator license 4. CPA preferred 5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
REPORTS TO:	Superintendent
JOB GOAL:	To ensure the prudent and efficient administration of the department in order to provide the best possible educational services with the available financial resources.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for all financial accounting records.
2. Assure that financial records comply with the financial accounting manual for MS Public School Districts as prescribed by the MDE.
3. Report monthly to the superintendent and the Board of Education the financial condition of the district. This reporting must include all information required by the Office of the State Auditor.
4. Responsible for the preparation of the annual budget under the supervision and advice of the superintendent. This budget is to be prepared in compliance with the requirements of the Mississippi Department of Education.
5. Responsible for the preparation of the yearend financial statements. These statements must comply with G.A.S.B. statements. Yearend financial statements must be produced to auditors upon request.
6. Responsible for reconciling the financial account records to the monthly bank accounts and report the reconciled balances to the Board of Education.
7. Responsible for insuring that the district complies with all state and federal laws concerning all financial matters.
8. Responsible for on boarding, supervising, and evaluating the business office staff.
9. Responsible for establishing and implementing an internal control system that supervises the collection, safekeeping and distribution of funds.
10. Responsible for the accumulation and maintenance of a valid fixed assets inventory.
11. Responsible for selection and participating in an adequate amount of local, state, federal, and national meetings as related to the field of business manager.
12. Responsible for coordinating and standardizing proper accounting procedures in all elementary and secondary school activity accounts. This position is charged with insuring that the district is in compliance with these established procedures.
13. Aid in the management and organization of debt service.
14. Provide staff development education within the district for employees involved in the financial management processes.
15. Responsible for informing the Superintendent of Education of any items that could possibly affect the financial condition of the school district.

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- 16. Assumes responsibility for insurance records and insurance accounting.
- 17. Performs other duties as assigned by the superintendent.

PHYSICAL DEMANDS:

The employee is frequently required to stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; and to talk or to hear. The employee must squat, stoop, kneel, reach above the head, and reach forward. The employee continuously uses hand strength to grasp items during the day.

The employee must frequently lift and/or move up to fifty pounds. Occasionally, the employee will lift and/or move up to ninety pounds. Additionally, the employee, while performing the duties of this job, will regularly work indoors and will occasionally work outdoors. The employee may also work at times with caustic chemicals such as petroleum products, degreasers, sprays, and non-household item dust. The noise level of the work environment is usually moderate, but on rare occasions the employee will work in a loud area.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel.

Approved By:		Date:	
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