

DRAFT

**Browning Public Schools
JOB DESCRIPTION**

Effective:

Finance Director/District Clerk

Summary of Functions

Administers the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

Essential Duties and Responsibilities

- 1) Program Management – Supervises the management of the financial affairs of the schools. Assumes responsibility for budget development and long-range financial planning.
- 2) Financial Controls – Administers a budget control system for the district. Establishes a program of accounting adequate to record in detail all money and credit transactions. Provides for the collection, safekeeping and distribution of all funds. Arranges for the internal auditing of school accounts.

(new duties – due to the removal of funds from the Glacier County and New Market Tax Credits)
 - a. Reconcile with Glacier County, Black Mountain and the Auditor
 - b. Reconciling monthly bank statements in Bank Rec in Black Mountain
 - c. Receipting revenues deposited in the District's account
 - d. Providing information and data to New market Tax Credits (Dakota's America, US Banks, Vovogradics, Jeff Seidel, Tim Peterson and others) providing all information for tax credits
 - e. Providing information and data to Dorsey and Whitney -Bond Council and Qualic B
 - f. Providing information and data to DA Davidson for Impact Aid Revenue Bond and GO Bonds (Bridget Ekstrom and Crystal Vogal)
 - g. Ensuring that the Investment Accounts are following statute and funds are invested appropriately
 - h. Continuing to work with Glacier County to ensure that our tax collections are deposited and reported to the district.
 - i. Preparing monthly reports/reconciliation statements for OPI
- 3) Budget Preparation – Develops budget guidelines and coordinates preparation of the district budget. Prepares analyses of budget requests and program proposals. Arranges for the publication and distribution of budgets approved by the Superintendent and Board.
- 4) Administration – Develops budget, procurement and personnel needs based on program plans and analysis. Orders materials and equipment as needed.

- 5) Supervision – Plans, assigns and inspects work of subordinates. Determines staffing needs, aligns functional work areas and assigns responsibilities. Participates in the selection of new employees; appraises, counsels and advises subordinates; resolves grievances.
- 6) Board Meetings – Attends all meetings of the Board.
- 7) Real Estate/Insurance – Manages the district real estate and insurance programs.
- 8) Reports – Prepares and submits a monthly report on the district's financial status. Gives detailed reports of monies received and disbursed at least once a month prior to the regular meeting of the Board and at such other times as the Board may request.
- 9) Other – Performs such other functions as may be necessary to the work of the district.

Organizational Relationships

Supervised by and reports to the Superintendent or designee.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- Bachelor's degree in accounting or in a related field provided that applicant has one full year of accounting credits.
- Proficient with desktop computers, preferably Microsoft operating system, Word and Excel.
- Two (2) years of administrative experience in accounting/bookkeeping.
- Knowledge of accounting principles, practices and procedures.
- Knowledge of office practices and procedures.
- Knowledge of program planning and budgeting.
- Excellent communication, problem solving and organization skills.
- Ability to supervise.
- Ability to focus on work despite distractions and interruptions.
- Good work habits.

Desirable Qualifications – Experience in school operations/office work. Certified Public Accountant preferred.