



## **Browning Public Schools JOB DESCRIPTION**

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The Assistant Director of Finance is responsible for assistance in the management of the district funds and maintenance of fiscal records.

### **Duties and Responsibilities**

1. Assists with the planning of the district's long-term financial strategies.
2. Assists with the supervision of accounting; purchasing: budget development and execution; contract oversight; management of property and casualty insurance; supervision of accounting for extracurricular supervision of support services to include copying, phone, and utility services; and other business of the District.
3. All responsibilities are carried out in compliance with tribal law, state law, federal law and district policy and procedure.
4. Position provides leadership and direction of work for and through the Director of Finance and employees by establishing and communicating clear plans, goals and methods of preferred action for completion of tasks.
5. The position reports to the Director of Finance.

### **Essential Duties and Responsibilities assists Director of Finance with the following:**

1. Establishes operational goals and objectives for business operations, directs district business practices, monitors activities to ensure general objectives are met.
2. Researches and analyzes problems, designs and/or identifies solutions.
3. Provides business and fiscal information to the Superintendent and other administrators.
4. Develops long term financial resources plan.
5. Supervises the formulation of the district budget and monitors budget implementation and execution.
6. Monitors and controls the cash flow of the District. Forecasts cashflow for investment purposes; recommends investment strategies to maximize return; compiles financial information for administrative use.
7. Directs the collection, safekeeping and accounting of income due the district.
8. Directs, reviews, compiles and submits fiscal reports to internal and external users as appropriate.
9. Assists with the annual audit in an effective and timely manner.
10. Assists with the procurement and disbursement of materials, supplies and capital equipment.
11. With the approval of the Director of Finance, pays obligations of the District in accordance with the approved budget, contracts, grants and policies established by the Board of Trustees.
12. Assists with analyzing the general ledger records of the district, initiates appropriate adjustments and ensures the timely reconciliation of district receipts and disbursements from Glacier County and all district bank accounts (i.e., high volume payroll, accounts payable, wire, investment, and bond transactions).
13. Maintains the computer accounting software and hardware system and coordinates agreements with said vendors.
14. Establishes, modifies, documents and coordinates implementation and maintenance of internal accounting controls.
15. Coordinates user access to financial systems with the accounting software or appropriate contractor to insure maximum system security.
16. Creates procedures manuals and forms required to guide activities of clerks, and other assigned staff.
17. Supervising personnel reporting to the area when the Director of Finance is not available.

18. Reviews and interprets GASB and FASB bulletins, district, state and federal regulations, policies and procedures, makes recommendations to district administrators and staff regarding the application and impact of new compliance standards.
19. Maintain fixed asset records. Works closely with facilities director to review and manage financial activities related to large construction projects and/or significance remodel or repair projects.
20. Conforms to safety standards as prescribed.
21. Cross train all business office accounting positions to include payroll, accounts payable and students accounts.
22. Performs other tasks as assigned by the Director of Finance

**Preferred Qualifications:**

1. Minimum of a four-year degree in Business Management with Accounting emphasis or two-year Associates Degree and at least three years work experience.
2. Sufficient governmental experience in school district accounting.
3. Ability to self-motivate and to establish and maintain effective working relationships with other employees, agencies and the public.
4. Ability to communicate effectively orally and in writing.
5. Ability to use a personal computer and system computer for analysis of financial data.
6. Ability to establish effective solutions to complex problems; to comprehend, interpret and apply a variety of laws and regulations in a consistent manner.
7. Ability and interest to work as team leader and/or member.
8. Ability to effectively manage state and federal grants in compliance with state and federal regulations.