



Sumner County Board of Education

Del R. Phillips III, Ph.D., Director of Schools
695 East Main Street
Gallatin, TN 37066-2472
Phone: (615) 451-5200 Fax: (615) 451-5216

JOB POSTING / NOTICE OF VACANCY

Sumner County Schools announces an opening for an Assistant Director of Schools for Finance. The individual selected for this position will be responsible for the creation of budgets and the administration of all business and financial operations for a \$180+ million dollar school system. This position reports directly to the Director of Schools.

Sumner County is located north of Nashville, stretching from Davidson County's northern border to the Kentucky state line. We are a growing community with over 155,000 residents. We are consistently ranked as one of the top academic school districts in the state, and our students and staff are recognized for their classroom and extracurricular achievements at both the state and national levels. Each of our forty-six schools reflects the diversity of our growing community. Our district currently operates forty-six, including seven regular high schools, one night high school, eleven middle schools, twenty four elementary schools, one STEM (Science, Technology, Engineering and Math) elementary school, one academic magnet school and one alternative/zero tolerance school. Our shared vision is to "Preparing Graduates, Engaging Minds, Developing Character" and our mission is to prepare our students for life beyond the classroom by helping them become responsible, productive, and respectful citizens.

JOB POSTED:	January 11, 2011
JOB TITLE:	Assistant Director for Finance
LOCATION:	Central Office, 695 E. Main Street, Gallatin, TN
POSITION DESCRIPTION:	See attached Position Description
ADDITIONAL REQUIREMENTS:	As stated on the Position Description
SALARY RANGE:	Depends on Experience
DEADLINE FOR ACCEPTING APPLICATION:	Open until filled

TO APPLY: This job is a Classified position. Please visit our website at www.sumnerschools.org to retrieve a Classified Application and please follow the instructions as detailed on the website.

Please email your completed Classified Application, resume and three letters of reference (professional) to: resumes@sumnerschools.org No calls please.

If you require reasonable accommodation or need assistance in the application process, please call (615)451-5207.

The Sumner County Board of Education is an Equal Opportunity Employer and does not discriminate because of gender, color, race, age, national origin, pregnancy, ancestry, marital status, veteran status, disability, handicap, religion, creed, or citizenship status.

The Sumner County School System is a Tennessee Drug-Free.

EOE M/F/D/V

SUMNER COUNTY SCHOOLS

Position Description

JOB TITLE: Assistant Director of Schools for Finance

SALARY GRADE:	Dependent on Experience	LOCATION:	Central Office / Gallatin, TN
DEPARTMENT:	Finance	REPORTS TO:	Director of Schools
FLSA STATUS:	Exempt	SUPERVISES:	Finance Department Staff School Nutrition Program Print Shop

PURPOSE STATEMENT

The Assistant Director of Schools for Finance is responsible for the efficient and prudent administration of the school system's business and financial affairs. In carrying out these responsibilities, the Assistant Director of Schools for Finance creates budgets for the school system, directs the school system's business programs, provides financial and operational information to stakeholders, and serves as a resource in planning, evaluating, developing, implementing and maintaining the school system's budget and business services in compliance with established guidelines. In addition, the Assistant Director of Schools for Finance administers the School Nutrition Program and Print Shop for the school system.

ESSENTIAL JOB FUNCTIONS

The items below indicate the Essential Job Functions of the Assistant Director of Schools for Finance position. Other duties may be assigned by the Director of Schools for the purpose of ensure efficient and effective functioning of the school system.

- Administer all matters pertaining to the system's finances, including annual budget preparation and control; payroll preparation, processing, and disbursement; cost, grant and general fund accounting; and purchasing procedures.
- Advise the Director of Schools and School Board on the status of the budget and other fiscal matters through monthly, annual, and special reports and presentations.
- Oversee and direct the collection, disbursement, and accounting of all District funds.
- Monitor the District's financial policies and procedures to insure legal/regulatory compliance.
- Direct the collection of financial data for school building project approval and prepare interim and final cost reports for the projects.
- Provide the financial analysis and expertise for the Director of Schools, members of the administrative staff, and the School Board.
- Project revenues and expenditures.
- Serve as a member of the Director of Schools' staff for planning, interpreting policies and procedures, and sharing in the stewardship and general management of the School District.
- Assist and cooperate with outside auditing agencies in the conduct of approved audits or reviews of the District's fiscal records.
- Represent the School system as a liaison person to legislative bodies and committees, civic and parent groups, employees, news media, etc. in matters relating to financial services.
- Coordinate and standardize proper accounting procedures in all elementary and secondary school activity accounts and insure compliance with these established procedures.
- Participate in local, state, and national meetings in the field of business and finance relative to assigned areas of responsibility.
- Maintain a variety of manual and electronic fiscal information, files and records (e.g. accounts payable, accounts receivable, student activities, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail.

SUMNER COUNTY SCHOOLS

Position Description

JOB TITLE: Assistant Director of Schools for Finance

- Monitor budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Prepares financial statements and footnotes for the purpose of showing compliance to the auditors.
- Responds to a wide variety of inquiries of staff, district personnel, other professional organizations, etc. (e.g. accounting guidelines, expenditure status, grant guidelines, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Provides management oversight to the Finance, School Nutrition Department, and Print Shop.
- Assumes responsibility for recommending to the Director of Schools employment and job status of Finance Department personnel.
- Supervises the Payroll function for the district.
- Advises the Director of Schools on business and financial matters.
- Serve on Sumner County's (Self-Funded) Insurance Board, which oversees medical and dental insurance for classified employees.
- Assists the Director of Schools in administering the insurance coverage plan for all buildings and vehicles owned or controlled by the Sumner County Board of Education.

SUPERVISORY RESPONSIBILITIES

Supervise employees in the Finance Department, School Nutrition, and Print Shop.

JOB REQUIREMENTS/QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge: The ability to apply practical mathematical concepts in accordance with GAAP; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: knowledge of state and federal laws, codes, policies, and/or federal regulations related to schools; program planning and development; school budgeting principles, policies and audit procedures; and principles of public and fund accounting and budgeting. **Preferred: Experience in sourcing, implementing and deploying Enterprise Resource Planning (ERP) software/technology. Experience in developing resources to educate an untrained workforce on how to utilize an ERP effectively and efficiently.**

Skills: Language skills necessary include the ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or governmental regulations. The ability to write reports, general correspondence, and procedure manuals, to effectively present information and respond to questions from parents, other employees, the Board of Education, and the general public. Mathematical skills necessary include the ability to add, subtract, multiply and divide in all units of measure, using whole numbers, fractions, and decimals; the ability to compute rate, ratio, and percent and to draw and interpret graphical representations.

SUMNER COUNTY SCHOOLS

Position Description

JOB TITLE: Assistant Director of Schools for Finance

Abilities: Reasoning abilities necessary include the capacity to apply principals of logical or scientific thinking to a wide range of intellectual and practical problems; the ability to deal with nonverbal symbolism (formulas, equations, graphs, etc.) in its most difficult phases; the ability to deal with a variety of abstract and concrete variables; the ability to gather, collate, and/or classify data.. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals in public and/or private settings; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; decision making; detail oriented; leadership and direction; meeting schedules/deadlines; motivating others; organizing; prioritization; and taking initiative; working independently under broad organizational guidelines; managing multiple departments; and supervising the use of funds for multiple departments.

Minimum Qualifications: A minimum of a Bachelor's degree in education, business management, or accounting and a minimum of four years of experience in one of the above fields, including at least one year of experience in a supervisory capacity. **Preferred: An individual with any of the following credentials:**
a) a valid CGFM designation; b) a valid CPA designation; c) prior successful experience in administering finance/business operations in a school system; d) a Master's degree in Business Administration with a major in Accounting.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger and handle office equipment. The employee is occasionally required to stand, walk, and reach with the hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distant vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderate.