

EXECUTIVE DIRECTOR OF FINANCE

FINANCE DEPARTMENT

JOB SUMMARY

The Executive Director of Finance for Knox County Schools (the District) is responsible for the general oversight of the following departments: Budget, Accounting, Accounts Payable, and Compensation.

QUALIFICATIONS

- Bachelor's Degree in Accounting or Finance
- Minimum of seven years of accounting and/or finance experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this position
- Minimum of five years of managerial and/or supervisory experience
- Minimum of three years of governmental finance experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this position
- Solid understanding of Generally Accepted Accounting Principles (GAAP)
- Solid understanding of governmental accounting principles, procedures, and financial reporting models
- Ability to manage and communicate with others, including ability to train and discipline employees
- Working knowledge of Excel & Word
- Good administrative, mathematical, analytical, verbal, and overall business/finance skills with willingness to handle administrative matters and paperwork
- Ability to prioritize tasks, follow proper procedures, and work with various deadlines
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Reports to the Assistant Superintendent of Administrative Services
- Oversees the preparation of the District's annually adopted budget
- Oversees financial policies and procedures of the District
- Communicates regularly to the Superintendent and his staff regarding the District's financial status
- Oversees financial and business related transactions of the District
- Monitors, interprets, and analyzes the overall current financial position of the District's funds (as well as their projected future financial positions) by reviewing general ledger activity, monitoring fund balances, projecting revenue collections/trends and fund balances
- Oversees preparation of various internally prepared financial statements for managerial information and analysis
- Assists with the development and/or implementation of system processes to ensure accountability and fiscal control within the District
- Oversees budget monitoring for managerial control and legal compliance
- Assists departments with various business and financial related issues
- Coordinates with independent auditors regarding various audit issues and disposition of any financial related audit findings
- Oversees preparation of the following managerial reports distributed to the Board of Education and appropriate District personnel: General Purpose School fund Interim Financial Report; School Construction Interim Financial Report; School Nutrition Program (Food Services) Interim Financial Report
- Oversees preparation of the following state required reports: Annual Public School Financial Report; Annual Public School Budget document
- Assists in the preparation of the annual Capital Improvement Plan document (coordinating with the District's Facilities department), and assists the department with financial related construction issues
- Monitors and analyzes the District's bond account activities and related debt service requirements in coordination with County Government
- Assists in the preparation and/or implementation of processes for compliance with financial reporting models and requirements
- Assists with the preparation of various items for the monthly Board of Education and County Commission agendas
- Attends monthly Board of Education meetings and work sessions
- Attends monthly County Commission meetings as required
- Works irregular office hours
- Performs various analytical and technical related projects and other duties as assigned