

Role Description

POSITION TITLE: Assistant Director of Finance

QUALIFICATIONS:

- Degree in Accounting and/or School Business related field preferred.
- Minimum of three (3) years of Administrative experience in financial accounting and payroll procedures.
- Minimum of five (5) years of successful experience in school financial accounting and payroll procedures.
- Proficient with NextGen payroll/accounting software required and attendance systems preferred.
- Proficient with SQL Server Management Database and SQL scripting preferred.
- Knowledge of all data extract and data import tools embedded in the NextGen payroll/accounting software application.

JOB GOAL: To assist the CSFO with the fiscal affairs of the school system, to oversee payroll for all school system employees, and to complete required financial transactions for each local school.

REPORTS TO: Chief School Financial Officer

SUPERVISES: Payroll Clerk, Accounts Payable, School Level Bookkeepers

PERFORMANCE RESPONSIBILITIES:

- Demonstrates skills in problem solving, multi-tasking and dealing effectively and professionally with the public, other employees of the school system and with employees of the State Department of Education and other state agencies
- Assists the Chief School Financial Officer (CSFO) in the effective and efficient operation of the Finance Department in compliance with Board approved policies, GAAP, and applicable laws and regulations
- Completes all aspects of payroll such as the tabulation, calculation and verification of time worked, balancing and posting to the general ledger, maintaining and balancing vendor deductions, maintaining salary schedules, filing of all payroll data, ensuring distribution of payroll checks/direct deposit statements by deadline, etc.
- Transmits ACH file 3 days prior to payday by 4:00 pm
- Ensures payroll bank account transfer documentation and timely payment of monthly, quarterly and annual payroll tax deposits and all related taxes and withholdings by due dates as required by law
- Ensures all payroll related reports are filed to the various governmental agencies such as W-2's, Unemployment, Teachers' Retirement System, PEEHIP, and LEAPS as required by law
- Implements and maintains new and existing employees, explaining benefit choices and correspondences, and assisting with their changes, problems, etc.
- Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper coding
- Maintains payroll and accounting records that will be efficient, maintains internal control, and provides useful reports as needed

- Plans work flow towards accomplishing the tasks efficiently within limited time periods and possesses physical and emotional ability and dexterity as needed to perform required work in a fast-paced, high intensive work environment
- Ensures monthly assigned Bank Reconciliations, posting of cash receipts and conducting banking functions as directed by the CSFO
- Prepares monthly LSA Reconcilements and importing into the Central Office Books
- Prepares special financial studies as requested and participates in all Budget preparations
- Aids in monthly preparation and uploading of State financial data and works with Certified Public Accountants in their annual audit
- Oversees system administration functions within the NextGen application
- Maintains compliance to state defined account codes at the district and local school level.
- Assists and trains local school bookkeeping staff to ensure accuracy of financial records.
- Coordinates with Technology Director regarding existing infrastructure and future initiatives, ensuring redundancy of knowledge
- Assists the Director of Student Information Systems with data collection, archival and reporting
- Adheres to school system rules, administrative procedures, local board policies, and state and federal rules and regulations
- Engages in professional growth and demonstrates professional ethics and leadership
- Shows initiative and demonstrates cooperative spirit
- Performs other such duties as required or assigned by CSFO

TERMS OF EMPLOYMENT: Twelve (12) months 240 days – Exempt position.

SALARY: Salary Schedule based upon experience.