



Longview Independent School District

JOB DESCRIPTION DIRECTOR OF FINANCE

JOB TITLE:	Director of Finance	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Assistant Superintendent Business/Finance/Facilities	TERMS:	226 Days
DEPARTMENT:	Business	PAY GRADE:	Administrative 6

PRIMARY PURPOSE:

Plan, direct, and coordinate the financial reporting functions of the school district to ensure compliance with accountability standards, laws, regulations, and policies; examine the effectiveness of the district's system of internal control

QUALIFICATIONS:

Education/Certification:

Bachelor's degree in Accounting, Management, Finance, or Business
CPA, preferred

Special Knowledge and Skills:

- Strong analytical, organizational, communication, and interpersonal skills
- Ability to prepare, analyze, and interpret financial data
- Ability to plan and conduct financial and management audits
- Knowledge of generally accepted accounting principles
- Understanding of Financial Accounting System Resource Guide (FASRG)
- Ability to interpret policy, procedures, and data
- Ability to use personal computer to produce required reports

Experience

Five years accounting and/or auditing experience

MAJOR RESPONSIBILITIES AND DUTIES:

Auditing

1. Review the reliability and integrity of financial and operating information and the means used to identify, measure, and classify such information



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Auditing (continued)

2. Acquire and maintain a complete working knowledge of the business office staff positions, including accounts payable, purchasing, employee benefits, payroll clerks, and staff accountants; develop an appropriate procedure manual for these positions
3. Review the economy and efficiency with which resources are employed, including equipment, buildings, and manpower
4. Review and develop the means of safeguarding assets and comment on the internal administrative controls used in purchasing, receiving, etc.

Policies, Reports, and Law

5. Compile, maintain, and file all reports, records, and other documents required by third parties including federal, state and local governmental agencies in a timely manner
6. Compile, reconcile, analyze, and interpret all internally generated un-audited financial statements and related reports in accordance with GAAP
7. Serve as liaison for and coordinate activities of independent outside auditors and state agencies
8. Provide direct assistance to the external auditors by preparing work papers and performing certain audit procedures designed by the audit firm
9. Advise Deputy Superintendent of Business, Finance, and Facilities, of potential exposure to the district by third party audit of accounting records
10. Prepare or provide any and all additional financial accounting records and/or assistance deemed necessary by the Deputy Superintendent of Business, Finance, and Facilities or other appropriate staff
11. Supervise business office personnel
12. As time permits, develop and implement an element of the internal audit function to ensure compliance with federal and state law, State Board of Education rule, the local board policy, and administrative procedures under the guidelines of the audit committee of the board of directors



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Policies, Reports, and Law (continued)

13. Maintain a positive and effective relationship with supervisors

Communication

14. Effectively communicate with colleagues
15. Assess and respond to needs related to job responsibilities
16. Develop and coordinate a continuing evaluation of the accounting function and implement changes based on findings
17. Develop needed professional skills appropriate to job assignment
18. Demonstrate behavior that is professional, ethical, and responsible
19. Comply with district policies, as well as state and federal laws and regulations
20. Adhere to the district's safety policies and procedures
21. Maintain confidentiality in the conduct of district business
22. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
23. Demonstrate regular and prompt attendance
24. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Designated professional and paraprofessional employees

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, stooping, bending, pulling, pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION: Professional

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: July, 2009