

## Assistant Superintendent for Budget and Finance

<b><u>Reports to:</u></b>	<b>Superintendent</b>
<b><u>Supervises:</u></b>	<b>Assistant Director for Finance</b>
<b><u>Term of Employment:</u></b>	<b>12 months</b>
<b><u>Salary:</u></b>	<b>Executive Officer Salary Schedule</b>
<b><u>FLSA Exempt/Non-Exempt:</u></b>	<b>Exempt</b>

- Qualifications:**
- **Graduation from a college/university with a Bachelor's degree in Accounting/Finance/Business Administration preferred and/or three or more years of progressively responsible related experience in governmental accounting (or Master's degree in related area)**
  - **CPA certification preferred**
  - **Ability to qualify for certification as a School Business Administrator**
  - **Administrative/Management experience preferred**
  - **Strong knowledge of accounting information systems preferred**

### **Essential Job Functions:**

- Assists in the administration of the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available
- Provides direction and expertise for developing and implementing appropriate controls and practices to ensure fiscal compliance with the applicable Federal, State and Local oversight agencies
- Ensures the office's programs are implemented in a manner consistent with the District goals and the Finance team's goals and objectives
- Acts as adviser to the Superintendent on questions relating to the business and financial affairs of the district
- Administers a budget control system for the district
- Conducts a monthly review of budget vs. actual expenditures to maximize benefits from the prudent expense of every dollar
- Prepares and implements the school district budget
- Monitors and analyzes local, state, and federal revenue trends and advises the Superintendent concerning the potential impact of such trends
- Monitors and analyzes expenditure trends and advises the Superintendent and senior staff concerning potential future outcomes of such trends
- Assists in fiscal year-end close-out procedures
- Assists in recruiting, hiring and training all financial personnel
- Secures Property, Liability, Auto, Workers Comp and Student Accident risk coverage on behalf of the district; secures risk management and works with safety team on management of safety program
- Works with Human Resources on securing and managing employee benefits
- Interprets the financial concerns of the district to the community
- Performs other duties and responsibilities as assigned by supervisor

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### Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- compare, interpret, analyze and generate data and apply basic principles of statistics
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with the community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, proposals, contracts, policies, charts, spreadsheets, curriculum documents, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- deal with abstract and concrete variables
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- perform basic math functions to understand and interpret data, to balance budgets
- deal fairly with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations