

Finance: Finance Specialist

<u>Reports to:</u>	Assistant Director for Finance
<u>Supervises:</u>	None
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Finance/HR I - 63 (without NCASBO certification) Finance/HR II - 67 (with NCASBO certification) or 5+ years of School Finance experience
<u>FLSA Exempt/Non-Exempt:</u>	Non-Exempt

- Qualifications:**
- **Associate degree preferred**
 - **NCASBO Certified School Business Manager preferred**
 - **Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities**

Essential Job Functions:

- Accrues invoices and check requests from vendors
- Processes all voucher packets and generates general expense checks
- Manages vendor file, including W-9 Forms
- Assists with annual 1099 process
- Prepares monthly sales tax and use tax reports
- Codes all incoming cash/checks, listing information on a spreadsheet used to process the deposits into the financial software
- Acts independently to assist school bookkeepers with questions or issues relating to local bank reconciliations and school fund accounting software
- Maintains school bank statements' reconciliations and monthly reports
- Assists with internal school audits
- Facilitates new bookkeeper training
- Provides ongoing training to school bookkeepers, including travel for on-site assistance
- Responds independently to inquiries from school personnel regarding school fund transactions
- Prepares and processes school board travel checks
- Ensures purchasing guidelines are being met by schools and departments placing orders
- Prints and disseminates purchase order copies
- Serves as liaison between person generating requisition and the vendor when problems occur

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- Processes monthly P-card statement for payment
- Assists in fiscal year-end close out procedures
- Processes and deposits payroll deduction checks
- Manages purchase order process including review of purchase requests for proper documentation; determines appropriate budgetary source of funds and confirms that funds are available for each purchase; receives purchase order receiving copies from schools confirming merchandise is received
- Manages entire invoice process; receives all invoices from vendors; matches invoices to purchase orders and confirms all items have been received and properly invoiced
- Prepares a voucher package which includes a copy of each purchase order and matching invoice to process
- Manages all check requests and travel forms ensuring proper backup information is submitted as well as proper mileage rates are being used
- Manages monthly procurement card (credit card) statement reconciliation and ensures proper backup information is submitted from schools and departments; manages all purchasing card limits
- Manages daily cash deposit process using Deposit Online/Scan Checks; posts deposits into General Ledger
- Manages filing system of voucher packages
- Codes all power bills, telephone bills, and water bills received from Maintenance
- Manages monthly invoice process for copier expense
- Manages individual school long distance phone bills
- Manages vendor and internal inquiries as they relate to accounts payable issues
- Receives and prepares requisitions for vendors from all schools and departments; verifies account codes and obtains approval signatures before generating purchase orders
- Assists school bookkeepers with questions relating to purchasing
- Independently prioritizes workload and sets deadlines
- Oversees the Fixed Asset Cycle to ensure that all appropriate changes are recorded during the year and that year-end balances are properly reported in the General Fixed Asset Account Group
- Manages Finance Department website
- Manages monthly Charter School payments
- Performs any additional duties as required or assigned by the 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:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment