

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Finance Officer/comptroller

GENERAL DESCRIPTION

The essential function of the position within the organization is the planning, managing and supervising the programs and activities of the Finance Department. The position is responsible for supervising professional and support staff as assigned; supervising daily treasury, budgetary and accounting functions; supervising and participating in the preparation and maintenance of accurate and up-to-date financial records and reports, and performing related tasks as required. The position works independently, reporting major activities through periodic meetings.

Primary Duties:

This list represents the essential tasks performed by the position.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Supports and coordinates activities towards the development of goals, objectives and policies for administrative services which facilitate and support improved learning and achievement for all students enrolled in the School District of Monroe County.

Supervise Finance Department to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements.

Ensures compliance in areas of responsibility with all applicable policies, procedures, laws and regulations.

Evaluates department as measured by the utilization of continuous improvement and performance excellence to accomplish the departmental strategic goals, departmental goals and student achievement.

Ensures the fidelity of procedures and processes related to compliance with local, state and federal laws, regulations and policies relative to all financial services and operations.

Regularly evaluates program effectiveness utilizing stakeholder feedback to improve service delivery.

Develop and monitor self-assessment and internal compliance systems and programs to ensure successful achievement of District goals and objectives.

Monitors departmental budgets and ensures alignment with the District's Strategic Plan.

Monitor and report audit results and assist in the development and implementation of corrective action plans.

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Analyze and make recommendations to the Executive Director regarding investments for both operating and capital funds.

Analyze and calculate all projected cost items for union negotiations.

Review and approve preparation and finalization of monthly and annual financial reporting documents.

Coordinate all financial audit activities in cooperation with the auditor.

Coordinate activities of independent auditors and the preparation of the annual financial statements in accordance with U.S. GAAP and federal, state and other required supplementary schedules and information.

Conduct financial forecasting for 5-10 year plan.

Assists and supports the management and coordination of all fiscal reporting activities for the organization including: revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of contract/grant budgets.

Monitor banking activities of the organization.

Ensure adequate cash flow to meet the organization's needs.

Develop and maintain systems of internal controls to safeguard financial assets of the organization and oversee federal awards and programs.

Participate in developing funding opportunities, the drafting of prospective programmatic budgets, and determining cost effectiveness of prospective service delivery.

Ensure adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits.

Conducts himself/herself in accordance with the Monroe County School District's Mission Statement and the Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida promulgated by the Florida Education Standards Commission.

Other duties as assigned by the Executive Director of Finance & Performance.

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Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; modifies policies, procedures, or methodologies based on findings.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

Assets Responsibility:

“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving wide-spread economies and/or preventing losses through the management of a department that has an organization-wide impact or significant impact on the general population.

Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

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Reads and interprets highly complex professional materials involving abstract theories and concepts; writes for professional publications; develops and presents papers at professional conferences.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs complex work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention to detail for accurate results; and involves frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with extremely serious impact - affects entire organization and impacts other activities/organizations and the general public; where loss of life and/or damage is highly likely.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Establishes methods and procedures for acquiring and handling machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a Bachelor’s degree or higher from an accredited college or university with concentration in finance, accounting, school administration, public or business administration.

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Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

A minimum of 5 years of progressively responsible work experience in finance and accounting involving schools, public agencies, or private businesses.

Demonstrated skill in continuous improvement processes such as Quality, Baldrige Criteria for Performance Excellence, Best Practices and Interest-Based Problem Solving.

Demonstrated evidence of strong organizational, leadership and managerial skills.

Demonstrated skill in oral and written communication.

Demonstrated ability to work with diverse groups of people.

Experience with industry-standard computer applications.

*A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis; and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

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The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Executive Director of Finance and Performance

Supervises:

Finance Department

PAY GRADE: From: D137A1 To: D137Q3

Exempt

Number of Months: 12 Number of Days: 254 Hours: 8

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____