

JOB TITLE: Director of Finance & Business Affairs
LOCATION: Humphreys County
SALARY: \$67,000.00 - \$92,000.00
REPORTS TO: Superintendent
WORK DAYS: 230 Days - 12 Month Employee
FLSA STATUS: Exempt

POSITION OVERVIEW

Humphreys County is seeking an exceptional leader to serve as its Director of Finance & Business Affairs. He/she must be a reliable professional with broad knowledge of all accounting, financial and business principles. He/she must be a strategic thinker and an effective manager of a team.

JOB RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed in this position. This is not a complete listing of all responsibilities, duties, and/or skills required. Other duties may be assigned.

Essential Functions

- Establish financial practices and procedures for the district.
- Formulate, coordinate, and direct all aspects of the district financial planning and administration including development of comprehensive short-and long-range budgets.
- Direct and participate in the formulation and implementation of applicable finance policies, ensuring adherence to generally accepted accounting practices and principles of governmental accounting, and the rules and regulations of the MDE.
- Direct the planning, receipt collection, disbursement and accounting of the district's revenues and expenditures, managing the investment of the district's funds and assisting the Superintendent and other department heads in preparing the annual budget.
- Direct a staff of professional, technical, and clerical personnel responsible for compiling data for various reports required by MDE and assisting outside auditors.
- Direct the activities of staff members in the performance of designated functions and participating in auditing and maintaining general accounts and the general ledger.
- Lead the District in transitioning into a variable-cost organization and reducing its fixed costs and liabilities.
- Implement tight financial controls to reduce wasteful spending and align district resources to the organizational priorities.
- Assist members of superintendent's cabinet with financial matters as necessary; answers inquiries and explains policies and procedures.
- Safeguard the district's physical assets through implementation of adequate internal controls and ensures adequate accounting records to document compliance with local, state, and federal laws and ordinances.
- Provide training, support, and development to all employees within the finance department and district wide as needed.
- Oversee maintenance of accounting work on grants received by schools, processing adequate records, reimbursements, code reviews, etc., to comply with applicable laws and ordinances.
- Perform initial review of purchase requisitions for accuracy, completeness, reasonableness, compliance, and proper documentation.
- Reconcile bank statements and monitor fund/cash balances monthly.

- Prepare monthly journal entries.
- Prepare monthly requests for funds.
- Assist with performance of year-end closing procedures and preparation of year-end financial statements.
- Assist with preparation of annual budget, budget amendments and long-range financial planning.
- Supervise payroll functions daily.
- Supervise other business office functions as needed.
- Prepare 941 quarterly tax return and other reporting annual tax reports.
- Manage activity fund transactions and complete monthly activity fund reports.
- Prepare all supporting information for annual financial audits and serve as liaison for all audit engagements.
- Develop internal audit functions and oversee internal operating controls, processes, and practices.
- Update Finance Office Procedural Manual annually.
- Verify/monitor time and attendance of central office employees.
- Perform other tasks as assigned by the superintendent.

Minimum Qualifications

- Bachelor's degree in business (emphasis in accounting) from an accredited four-year university and related work experience.
- Three (3) years in a related management role.
- Five years of full-time, paid, management level experience in school district finance.
- Business manager certification in the State of Mississippi.
- Knowledge of state and federal purchasing regulations.
- General knowledge of budgeting and governmental accounting.
- Required skills in leadership and supervision.
- Proficiency in use of Microsoft Office and/or other office programs.
- Excellent analytical, problem solving, interpersonal and oral/written communication skills.
- Ability to work independently and use independent judgment.
- Ability to maintain exemplary attendance and punctuality and be available to work additional hours, as needed.
- Ability to handle sensitive and confidential information responsibly and with integrity.
- Ability to exhibit professionalism at all times.

Preferred Qualifications

- Experience working with school accounting software (Marathon).
- Ability to manage time, multitask and work under pressure, if needed, to meet deadlines.
- Graduate degree in business administration, finance, or a related field.
- Experience as a school district business officer in the State of Mississippi.
- Able to work effectively with multiple internal and external stakeholders.
- Excellent communication and collaboration skills.
- Able to develop and execute strategy independently with little guidance and supervision.
- Ability to create and facilitate finance presentations for lay personnel and audiences with limited to no finance background.

APPLICATION PROCEDURES:

Interested individuals who meet minimum requirements should apply online at www.masd.k12.ms.us. Click Careers.

**Questions concerning this vacancy announcement should be directed to:
Melinda Cowan, Director of Human Capital and Talent Management
Mississippi Achievement School District
662-746-2125**

APPLICATION DEADLINE:

We are accepting applications on a rolling basis. Candidates selected for an interview will be contacted by phone.

*****The Mississippi Achievement School District is an Equal Opportunity Employer*****

I understand and agree to the terms of this job description.

Name _____ **Signature** _____ **Date** _____