



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	Assistant Finance Officer
<b>SCHOOL/DEPARTMENT</b>	Finance
<b>SALARY</b>	Admin VI plus supplement
<b>FLSA STATUS</b>	Exempt
<b>REPORTS TO</b>	Chief Finance Officer
<b>SUPERVISES</b>	Accounting Analyst-Benefits, Payroll Specialists
<b>WORK WEEK SCHEDULE</b>	Monday – Friday; some evenings and weekends
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

The Assistant Finance Officer performs supervisory and responsible professional accounting work in overseeing the school system's general accounting programs. Work involves supervising activities of the Accounting Analyst and two payroll specialists in the performance of designated functions, and participating in auditing and maintain general accounts and the general ledger. The Assistant Director is responsible for compiling data for various reports required by oversight agencies, and assisting outside auditors. The Assistant Finance Officer is also responsible for financial operations in the absence of the Chief Finance Officer.

### **MINIMUM QUALIFICATIONS:**

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of principles and practices of accounting and auditing
- Thorough knowledge of applied fiscal laws and regulations and school system policies and procedures concerning fiscal operations

- Considerable knowledge of reports required by outside agencies and auditors
- Considerable knowledge of the procedures required to maintain the general ledger and prepare trial balances
- Considerable knowledge of the principles of supervision, organization and administration
- General knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- General knowledge of the current literature, trends, and developments in the field of accounting and auditing
- Ability to maintain standard accounting and control measure for the school system
- Ability to maintain complete and accurate records and to develop meaningful reports from those records
- Ability to operate standard office machines and popular computer driven word processing, spreadsheet and file maintenance programs
- Ability to effectively express ideas orally and in writing
- Ability to exercise considerable judgment and initiative in planning and directing an extensive fiscal control system
- Ability to establish and maintain effective working relationship as necessitated by work assignments
- Exhibited excellence of strong communication and organizational skills

#### ***EDUCATION, TRAINING, AND EXPERIENCE***

- Ability to operate standard office machines and popular computer driven word processing, spreadsheet and file maintenance programs
- Ability to effectively express ideas orally and in writing
- Ability to exercise considerable judgment and initiative in planning and directing an extensive fiscal control system
- Ability to establish and maintain effective working relationship as necessitated by work assignments
- Exhibited excellence of strong communication and organizational skills

#### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Qualify for a performance bond
- Possess a valid driver's license as administered by the NC Department of Motor Vehicles

#### **PREFERRED QUALIFICATIONS:**

- Hold or be qualified to hold certification as a School Business Administrator

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Finance
  - a. Secure and account for all district assets, liabilities, equities, revenues, and expenditures in accordance with state law
  - b. Supervise and direct all financial accounting.

- c. Act as the general Accountant and preserve all accounts, vouchers, and contracts related to the school district
  - d. Supervise the preparation of payrolls, the distribution of payments, the maintenance of appropriate records and the remittance of funds as required by the state and federal law
  - e. Set up and control an encumbrance accounting system
  - f. Supervise the collections and deposit of tuition, rental and other monies due the Board of Education
  - g. Provide information related to the financial affairs of the district
  - h. Obtain refunds of applicable sales taxes
  - i. Prepare and analyze financial statements of the school district
2. Records and Reports
    - a. Supervise the maintenance of payroll records and the implementation of authorized changes
    - b. Supervise the maintenance of accounting records in compliance with Board policy, administration procedures and state specifications
    - c. Prepare and submit state reports as required
    - d. Submit audit materials and statements as required
    - e. Annually update all salary, leave, and longevity information
  3. Auditing
    - a. Oversee the administration of local, state and federal audits
    - b. Develop and conduct an internal audit program
    - c. Audit all school accounts
    - d. In cooperation with other administrators, maintain uniform procedures regarding funds collected for the various district and school programs
  4. Personnel Services
    - a. Evaluate individuals assigned to the Finance Department in accordance with Board policies and procedures
    - b. Supervise the training of personnel assigned to the department
    - c. Responsible for training all school bookkeepers
  5. Planning, Research and Program Evaluation
    - a. Implement administrative procedures, directives, and Board policies related to the Finance Department
    - b. Coordinate financial services with operations in other offices and in the schools
    - c. Assist in the data processing operations
  6. DPI
    - a. Establish and maintain an accounting system to detail assets, liabilities, equities, obligations, expenditures, and current and projected revenues
    - b. Certify the requisition of operational funds
    - c. Receipt and oversee the deposit of all money accruing to the school system
    - d. Allocate funds to programs and schools with conditions governing their use
    - e. Approve or disapprove necessary disbursement for fiscal claims against the school system
    - f. Audit accounts of employees collecting or receiving taxes or other monies
    - g. Ensure the timely and accurate preparation of required and requested reports
    - h. Recommend to the Chief Finance Officer and the Chief Human Resources Officer the selection and discipline of employees
    - i. Maintain liaison with other departments to serve as the financial advisor
  7. Perform other duties as assigned by the Chief Finance Officer

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*