

SCHOOL DISTRICT OF BAYFIELD FINANCE MANAGER

QUALIFICATIONS:

1. Bachelor degree in accounting preferred.
2. Working knowledge of computers and computer software, Microsoft Office, Skyward, payroll and budgeting.
3. Experience preferred in Wisconsin Elementary and Secondary Schools Accounting Systems (WESSAS) accounting procedures.
4. Ability to maintain accurate and complete records and to prepare clear and detailed reports.
5. Ability to establish and maintain effective and positive working relationships with the public.
6. Ability to make sound management decisions.
7. Ability to maintain confidentiality of information.
8. Ability to be self-motivated and flexible.

REPORTS TO: District Administrator

JOB GOAL: To ensure that the school district derives maximum benefits from the prudent expenditure of every school dollar.

PERFORMANCE RESPONSIBILITIES

1. Assumes responsibility for the receipt and expenditure of school district funds.
2. Supervises the management of the financial affairs of the district.
3. Assumes responsibility for budget development and long-range financial planning.
4. Establishes and supervises a program of accounting adequate to control and record in detail all financial transactions.
5. Acts as payroll officer for the district.
6. Administers a budget control system for the district.
7. Acts as advisor to the superintendent on all questions relating to the business and financial affairs of the district
8. Develops budget guidelines, coordinates preparation and review of the budget, with key administrators.
9. Prepares analyses of budget requests and program proposals.
10. Arranges for the supervision, preparation, publication, and distribution of budgets as approved by the superintendent and the board.
11. Coordinates the presentation of, justification for, and preparation of additional analyses required to understand the budget proposal for action by the board.
12. Assists in the execution of the enacted budget, including the recommendation of administration controls where required.
13. Takes the lead in developing improvements in the financial management of the school system, including budget methods, format, and presentation.
14. Coordinates, process, and controls transfers of budgeted funds as requested by program directors.
15. Supervises monthly accounting of all income and expenditures.
16. Prepares and analyzes all financial statements.
17. Prepares financial statements, income statements, and cost reports to reflect financial condition of the district.
18. Supervises the reconciliation of all bank accounts maintained by the district.

19. Assist employees in benefits orientation and serves as contact person for medical, dental, life, flexible spending and retirement benefits.
20. Supervises grant management.
21. Prepare reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any budgeted account.
22. Approves all vouchers authorizing the expenditures of moneys.
23. Arranges for the internal auditing of school accounts.
24. Interprets the financial concerns of the district to the community.
25. Project revenue and expenditures, preparation of prospectus for bond sales, management of short term investment portfolio, and similar activities as directed by District Administrator.
26. Maintain confidentiality.
27. Perform all other duties as assigned by the District Administrator.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work environment:

- is indoors;
- is in a temperature controlled area;
- is where frequent interruptions and distractions occur;
- is where moderate levels of noise are likely to occur;
- is where possible exposure to human blood and bodily fluids may occur.

APPROVED: July 6, 1998

REVISED: June 13, 2011