

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

DIRECTOR OF FINANCE & PURCHASING

Required Qualifications:

- Bachelor's Degree in finance or accounting from an accredited educational institution
- Minimum of five (5) years of experience in financial accounting, auditing, or purchasing with at least two (2) of the five (5) years in a public school district or governmental agency
- Considerable knowledge of computer operations and software applications (Microsoft, Excel, etc.)
- Considerable knowledge of state statutes, Department of Education Administrative Rules and School Board Policies and Procedures
- Must possess a valid Florida driver's license

Desired Qualifications:

- Nationally recognized certification such as a Certified Professional Public Buyer (CPPB)

Performance Responsibilities:

- Direct accounting and reporting of all District financial transactions in accordance with Florida Statutes, State Board of Education rules, and School Board Policy
- Direct and summarize District reporting to other governmental agencies and other periodic financial reports
- Provide leadership, coordination and supervision in the areas of Finance, Grants, and Purchasing
- Oversee financial activities and contract compliance for charter schools
- Analyze, review and reconcile general ledger accounts in a timely manner
- Review finance journal entries, cash receipts, and wire transfers
- Oversee the district's cash management and investment plans
- Prepare fiscal year-end closing schedule
- Prepare the Annual Financial Report (AFR)
- Responsible for coordination of the Fitch report
- Prepare debt schedules
- Assist with the preparation of the District's annual budget
- Arrange and serve as a liaison with auditors for the District's financial audit and internal auditing of school accounts
- Oversee the operation of the purchasing process including Requests for Proposals (RFP) and/or bids
- Evaluate and implement methods and procedures for improving economy, efficiency and quality of operations and services

- Prepare administrative reports and maintain referral files and records necessary for effective performance and appropriate documentation
- Prepare all required reports and maintain all appropriate records
- Maintain a network of peer contacts through professional organizations
- Provide leadership and direction for assigned areas of responsibility
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action
- Supervise and evaluate assigned staff
- Keep the Executive Director of Business Services abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Perform other duties as assigned by the Executive Director of Business Services and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Executive Director of Business Services and/or designee

Evaluation:

Annual evaluation done by the Executive Director of Business Services and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

Board Approved: 6/23/2015