

**Hernando County School Board  
Florida**

FLSA: Exempt, Non-Union

<b>COORDINATOR OF FINANCE</b>
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**Required Qualifications:**

- Bachelor's Degree from an accredited educational institution
- Five (5) years progressively responsible professional business experience related to accounting with at least two (2) years at a managerial or supervisory level
- Must possess a valid Florida driver's license

**Desired Qualifications:**

- Florida Certified Public Accounting License
- Experience in governmental (school district) accounting

**Performance Responsibilities:**

- Maintain knowledge of such requirements as accounting standards, audit findings, budget changes, and federal and state reporting requirements
- 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
- Ensure that all funds are properly accounted for and regular reports are prepared and filed in a timely manner
- Analyze, review and reconcile general ledger accounts in a timely manner
- Coordinate activities between the Technology Information Services and Finance Department
- Plan, assign work and review Finance Department operations
- Supervise assigned personnel, conduct annual performance appraisals, and make appropriate personnel recommendations
- Attend various District meetings
- Work closely with Human Resources, Technology and Information Services, and Risk Management to ensure compliance with federal, state and School Board / Union laws and regulations
- Assist in fiscal year-end closing and rollover to new fiscal year
- Prepare the Annual Financial Report
- Assist with the preparation and submission of the Program Cost Report
- Assist in preparing the Comprehensive Annual Financial Report
- Participate in planning for developing the annual District budget
- Assist in preparing the annual District budget
- Serve as liaison with the auditor(s)
- Assist in providing reports for outside auditors

- Respond to inquiries and concerns in a timely manner
- Keep Chief Financial Officer informed of potential problems or unusual events
- Represent the District in a positive and professional manner
- Promote and support professional growth for self and others
- Perform other duties as assigned by the Chief Financial Officer

**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 Chief Financial Officer

**Evaluation:**

Annual evaluation done by the Chief Financial Officer

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category F

**Job Code:**

75020

Board Approved: 10/07/97

Revised: 01/02, 01/20/09, 03/03/09, 09/06/11, 06/23/2015