

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

DIRECTOR OF FINANCE & BUDGET

Required Qualifications:

- Bachelor's degree in finance or accounting from an accredited educational institution
- Minimum of five (5) years successful experience in financial accounting or auditing with at least two (2) of the five (5) years in a public school district or governmental entity
- Knowledge of State Board of Education rules and School Board policy
- Must possess a valid Florida driver's license

Desired Qualifications:

- Previous experience in governmental fund accounting
- Extensive experience in areas of finance, budget, and other related functions in a school system or governmental agency

Performance Responsibilities:

- Responsible for the preparation and submission of the applicable local and state budget documents required by law
- Monitor and report the status of the district's revenue and expenditures
- Plan, organize, and direct activities of the Finance Department in a manner which conforms with the Governmental Accounting Standards Board, the accepted standards of the accounting profession, and the rules of the State Board of Education
- Maintain uniform system of financial accounting and reporting
- Analyze budget requests and prepare cost comparisons
- Assist school and district administration with preparing and monitoring budget
- Assist school and district administration with resolving budget problems
- Approve budget transfers as directed, make recommendations, and calculate budget allocations to schools based on FTE
- Prepare Annual Financial Report (AFR)
- Review journal entries, cash receipts, budget amendments, and wire transfers
- Oversee the district's cash management, debt service, and investment plan
- Oversee the accounting of school internal funds
- Oversee the financial activities and compliance for charter schools
- Coordinate annual external audits by the Auditor General or external CPA firms
- Develop, recommend, and implement corrective actions relative to any financial deficiencies identified in audits
- Provide leadership, coordination, and supervision in the areas of budget, finance, grants, and internal accounts

- Supervise assigned staff, conduct annual evaluations, and make appropriate personnel recommendations
- Demonstrate initiative in identifying potential problems and opportunities for improvement and take appropriate action
- Keep Chief Financial Officer abreast of all ongoing situations, program changes, and practices in the areas of assigned responsibility
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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 to the Chief Financial Officer and/or designee

Evaluation:

Evaluated by the Chief Financial Officer and/or designee

Terms of Employment:

12-month

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

75005

Board Approved:

Revised: