

Finance Officer
Wayne County Public Schools

Job Description

Class: Classified

Dept: Finance

TITLE: Finance Officer

QUALIFICATIONS: Bachelor's Degree in Finance, Business Management, Business Administration, Accounting
Master's Degree Preferred

REPORTS TO: Superintendent

JOB GOAL: To provide leadership, guidance, and support for the financial operations in a manner that complies with all applicable laws and regulations and that represents a high degree of efficiency, effectiveness, and transparency; also to serve as a resource to district and school-level administrators when decisions have financial impact.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Serves as the Finance Officer of record.
- Manages the school district's financial affairs including budgeting, purchasing, accounting, payroll, accounts payable, internal audit, fixed assets and treasury functions.
- Ensures that procedures are in place to assure compliance with all financial laws, regulations, and requirements.
- Advises the School Board, Superintendent, Principals, and others who manage grants or other funds on how to maximize use of available resources.
- Makes projections for the financial impact of decisions made at the federal, state, and local levels, on operations of the school district.
- Engages in multi-year financial planning for the operating budget and provides assistance with the preparation of multi-year facilities plans.
- Responsible for submission of financial reports identified by the state as being the responsibility of the Finance Officer as well as those assigned by the Superintendent.

- Maintains communication with local, state, and federal governmental agencies on matters relative to school finance.
- Administers the payroll function of the school district.
- Establishes and supervises a program of accounting and reporting the financial affairs of the school district.
- Supervises the completion of monthly and annual financial reports.
- Consults with the Superintendent and others on matters relating to the school district's business and financial affairs.
- Models nondiscriminatory practices in all activities.
- Performs other duties as assigned by the Superintendent.

Terms of Employment: 12 Months

Starting Salary and/or Grade: Salary Negotiable

