

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL  
SYSTEM CLARKSVILLE, TENNESSEE  
Job Description**

**Job Title:** Finance Director

**Department:** Business Affairs

**Grade:** 506

**Calendar or Days Per Year:** 12 Months

**Date:** April 2019

**Reports To:** Chief Financial Officer

**Purpose of Job**

The purpose of this job is to provide leadership to the fiscal and business operations of the district, ensure its financial integrity and maximize the use of resources in support of student achievement. It is primarily responsible for ensuring the delivery of fiscal services for the district and preparation of the annual budget. Assumes the duties of the Chief Financial Officer when absent or as delegated.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Provides staff leadership to ensure understanding and promotion of the district's educational objectives.
- Advises the Chief Financial Officer and/or Director of Schools on district policy affecting the financial integrity of the district.
- Serves as a member of the Director's Management Team as needed.
- Ensures the operation of an accounting system that efficiently, effectively and accurately records all financial transactions in accordance with generally accepted governmental accounting principles.
- Maintains knowledge of the annual budget and budget amendment process in order to assist with preparation and provide quality control.
- Assists with long-range financial planning and departmental strategic work.
- Administers a budgetary control system that monitors expenditures against budget allocations.
- Consults periodically with all departments of the school system relative to budgetary requests and expenditures.
- Approves, as delegated, expenditures for goods, services and payroll from funds controlled by the School Board.
- Ensures the continuous monitoring of revenue collections versus estimates.
- Ascertains all sources of revenue available to the district and, where eligible, ensures compliance with all requirements necessary to obtain funding.
- Executes, as delegated, contracts which legally bind the district.
- Serves on the Departmental Management Team.
- Continuously evaluates and analyzes all business operations for improvement in efficiency and effectiveness.
- Assists in the recruitment, screening, hiring training and assigning of departmental employees and provides opportunities for growth through staff development.

- Confers with school business officials at state, regional and national levels.
- Optimizes the contribution of the business affairs staff through coaching, counseling and advising on workable solutions to business issues/problems.
- Provides advice and assistance to other departments in understanding business processes and advising on workable solutions to issues/problems.
- Reviews and oversees the internal control process to include the documentation and establishment of policies and procedures.
- Oversees year end close out by ensuring all tasks are completed, recording appropriate reserves and reviewing financial reports.
- Oversees and coordinates the audit by the State Comptroller's office to include assisting with the review of the financial statements.
- Representative for the district for Internal Revenue Service items to include approval of Quarterly Federal Tax Return
- Performs other functions and assumes other responsibilities as may from time to time be assigned by the Chief Financial Officer.

**Additional Job Functions**

Performs other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

A Master's degree in Business Administration, Accounting or related field and five years of managerial experience in the areas of accounting, budgeting and/or business operations, preferably within a local education agency. CPA Preferred. An additional year of related experience may be substituted for the master's degree.

**KNOWLEDGE OF JOB**

Considerable knowledge of the policies, procedures and activities of the school system and supervisory practices as they pertain to the performance of duties relating to the Business Manager. Capability to develop and implement long-term goals in the effective operation of the school system. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public and other groups involved in the operation of the school system. Is able to assemble information and make written reports and operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards and resolving problems.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 40 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;

- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

**Employee's Munis Number**

**Date**