

Drew Central School District Chief Financial Officer

Job Description

Supervises: Directly monitors all building and program budgets and supervises the business office staff

Job Goal: The Chief Financial Director is expected to perform his or her duties in such a manner as to insure an efficient and economic utilization of the financial resources of the Drew Central Schools

Performance Responsibilities:

1. Responsible for the supervision and management of the district's daily operating budget.
2. Responsible for long range budgetary planning and projections.
3. Administratively responsible for the district's purchasing, including signing all purchase orders.
4. Responsible for leading the district in the "new technologies" relative to financial management practices
5. Administratively assist the Superintendent, Assistant Superintendent, and/or Directors in the evaluation of principals in budgetary matters.
6. Responsible for the district's insurance programs, including Section 125 Cafeteria Plan.
7. Administratively responsible for the district's payrolls, district wide activity funds, cafeteria funds, and accounting operations, etc.
8. Administratively responsible for APSCN and e-finance financial services
9. Responsible for coordinating auditing processes relative to district programs.
10. Responsible for the development, monitoring and coordination of budgetary matters relative to the district's federal programs including but not limited to Title 1, Title 6, ESL, Gifted and Talented, IDEA, etc. in coordination with other directors and supervisors.
11. Responsible for the supervision and management of the district's business office personnel
12. Work with appropriate personnel in the preparation, filing and /or publication of:
 - a. Business related legal notices in newspaper
 - b. Legally required election documents.
 - c. Flyers, brochures, financial fact-sheets for distribution during millage campaigns, etc.
13. Responsible for managing all donations, which are made to the Drew Central Schools.
14. Records and files all official documents involved in business transactions, such as contracts, agreements, real estate titles, abstracts, etc.
15. Directs financial reporting.
16. Serve as a resource to the district Personnel Policies Committee in the development of district salaries.

17. Develop and implement wage and salary schedules upon the approval of the board.
18. Coordinate the development of a comprehensive district wide inventory system.
19. Assist in organizational planning and participate in administrative team meetings.
20. Assists in conducting district wide orientation program regarding business affairs for new employees.
21. Explore all prospective sources for funding.
22. Work with the Human Relations Officer in generating personnel contracts, supervising employees' sick leave records, Workman's Compensation and Unemployment Claims, and employee benefits.
23. Work with vendors, including insurance and products offered through cafeteria plan.
24. Invest funds for the District.
25. Perform the duties of District Treasurer as required by state law.
26. Perform other duties as assigned.

Job Application

www.drewcentral.org

>District Info

>Job Opportunities

Send completed application, copies of transcript(s), license, and resume' to the Superintendent's Office

Kimbraly Barnes

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Contact Information for Questions Regarding Position

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