

## **Director of Finance** – Job Description

Reports To: Superintendent

Primary Function: To oversee the financial operations of the school system. Will be responsible for all fiscal matters related to Bremen City Schools and will assist the Superintendent in implementing the policies of the Board as they relate to proper business procedures and sound fiscal management.

### Qualifications:

Bachelor's degree in Accounting, School Administration or Business Administration required.

Experience: Five to ten years successful experience in school business affairs and finance.

### Duties:

1. Demonstrates prompt and regular attendance.
2. Directs activities and makes certain that all responsibilities are understood and accepted.  
These include, but are not limited to, the following:  
Payroll; Accounts Payable; Accounts Receivable; Budget Preparation; Cash Management; General Ledger Accounting; State and Federal Requisitions; Grant Accounting; Capital Projects Accounting; Temporary Investment of Surplus Funds; Facilitating Audits, Both Internal and External; Purchasing
3. Compiles and helps administer the school system budget.
4. Reviews financial data and makes recommendations regarding expenditures and investments.
5. Reviews SPLOST and Capital Projects reports and monitors receipts and expenditures.
6. Prepares financial statements and associated documents for bond issues. Meets with bond rating agencies as appropriate.
7. Provides complete and accurate records and statistical reports for the Board of Education, Superintendent, and Central Office administrative staff on a daily, weekly, monthly and annual basis as appropriate.
8. Evaluates and makes recommendations regarding financial policies and procedures.
9. Recommends and oversees development of training and materials for school system personnel related to all financial matters.
10. Authorizes changes in school bank accounts, including authorized signers in coordination with Superintendent.
11. Ensures accuracy, completeness and conformance to BOE policies and procedures.
12. Performs other such duties as assigned by the Superintendent.