

Executive Director of Financial Accounting & Benefits Services (Treasurer)

TITLE: Executive Director of Financial Accounting and Benefits Services
REPORT TO: Superintendent's Designee
SUPERVISES: Assigned Staff

JOB FUNCTION: To provide support services for Fayette County Public Schools necessary to ensure a positive, well-maintained work environment that supports sound financial practices. Participates in the formulation of District policies and plans regarding financial services. Serve as the principal advisor to the Board of Education and the Superintendent in matters related to Financial and Business areas of the District. Coordinate with other governmental, business and community partners regarding financial systems and structures.

Measures of Success:

- Financial procedures are implemented in accordance to federal and state guidelines to achieve an unqualified annual financial audit opinion.
- District resources are utilized to support student achievement as evidenced in the financial reports.
- Processes and procedures are in place to ensure efficient management of district financial systems and reduce risk as indicated in the annual internal and external audit reports.

DUTIES AND RESPONSIBILITIES:

- Serves as Fayette County Public School District's Finance Officer per 702 KAR 3:320 and KRS 160.431 in administering the overall Financial activities for the District.
- Serve as Treasurer of the Fayette County Board of Education, Fayette County School District Finance Corporation and Fayette County Public Schools Grant Management Corporation.
- Administer accounting, financial compliance, payroll, benefits, tax collection, construction accounting, of the school district in such a way as to ensure compliance with appropriate laws, regulations, and rules as adopted by the Board, the state, or other governmental agency.

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- Direct, through the office of Tax/Accounting and other staff members, the records and control of receipts and expenditures under the limitations set forth in the Board's approved budget and according to rules set forth by funding sources and the collection of such taxes as approved by the Board.
- Direct, through the office of Finance and other staff members, the preparation of periodic financial reports, claims for reimbursement, and the publication of reports as required by law or regulation.
- Direct, through the office of Employee Benefits and other staff members, the accounting and record keeping in the Benefits/Insurance Department in compliance with district policies and State and Federal regulations.
- Direct, through the office of Payroll and other staff members, the accounting and record keeping in the Payroll Department.
- Maintain responsibility for compliance of federal, state, and local laws as well as Board of Education policies, regulations, and procedures relating to financial management, accounting, and auditing controls.
- Work with the district administrators and financial institutions to establish and maintain sound cash management and investment program of idle funds consistent with liquidity needs and the Board's investment policy in accordance with adopted budgets, district policies and State and Federal regulations.
- Establish internal controls for use by school administrators and central office personnel to protect financial resources generated by the district and schools.
- Direct and disseminate procedures for school activity fund accounting.
- Direct and disseminate financial procedures for Fayette County Public Schools internally managed After School Programs and provides oversight.
- Ensure that tax rates are established per Kentucky Department of Education requirements. Presents annual tax levy to Board, interpret, and assure compliance with tax statutes.
- Collaborate with district administrators and financial advisors in planning, developing, reviewing, and presenting, the capital and operating budgets.
- Provide strategic planning and executive leadership in the verification and validation of programs and practices within the units assigned.

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- Establish, monitor, and maintain procedures that enable the district to operate in a manner that is fiscally sound while maximizing the use of resources and supporting the District mission.
- Collaborate with the Director of Budget and Financial Planning as needed and others to prepare reports and analysis in support of budgeting, bond issuances, project management, and other areas to ensure sound business and financial practices.
- Supervise the work of employees within the organizational units and evaluates their performance accordingly.
- Administer training of school and district staff along with administrators in the areas of school finance and business functions.
- Administer training of Fayette County Public Schools Board of Education in the areas of school finance and business functions as requested by the Superintendent.
- Model collaborative planning and shared decision-making.
- Attend all board meetings and provides input, when requested by the Superintendent or designee.
- Communicate in more than one language or is willing to learn to communicate in more than one language at a novice level.
- Perform other duties as assigned by Superintendent or designee
- Maintain regular attendance.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision, and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push, or pull light weights

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EDUCATION AND EXPERIENCE:

- Master's Degree in business administration/management or related field
- At least five (5) years of experience in school business administration or other appropriate private-sector experience.

LICENSES AND OTHER REQUIREMENTS:

- Finance Officer Certification per 702 KAR 3:320 and KRS 160.431
- Certification in School Financial Management or similar certification (preferred)
- Ability to absorb, analyze, organize, and communicate information and ideas in written and oral forms
- Understanding of systems management

Original Date: 11/1992
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Administrative Additive
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