

Please Post  
July 15, 2021

## NOTICE OF ADMINISTRATIVE OPENING

**POSITION:** Financial Manager  
**SALARY:** \$43,178.00 - \$58,227.00  
**EFFECTIVE DATE OF VACANCY:** July 14, 2021  
**MONTHS EMPLOYED:** Twelve (12)

**MINIMUM EXPERIENCE AND QUALIFICATIONS:**

1. Minimum of two (2) years of college
2. Bachelor's degree in accounting preferred
3. Minimum of five (5) years of experience in school-based governmental accounting and business skills

**DUTIES AND RESPONSIBILITIES:**

See attached.

**INSTRUCTIONS FOR APPLYING:**

File application on FastTrack on-line application system at [www.hamiltonfl.com](http://www.hamiltonfl.com)

1. Completed Hamilton School Board Application
2. Three (3) professional references from colleagues or supervisors with whom you have worked within the last five years
3. Documentation of certification status
4. Current resume
5. Other supporting documents

**DEADLINE FOR FILING APPLICATION** July 25, 2021

  
Personnel Department

## SCHOOL DISTRICT OF HAMILTON COUNTY

### FINANCIAL MANAGER

#### JOB DESCRIPTION

##### QUALIFICATIONS:

- (1) Minimum of two (2) years of college.
- (2) Bachelor's degree in accounting preferred.
- (3) Minimum of five (5) years experience in school-based governmental accounting and business skills.
- (4) Experience with Skyward software preferred.
- (5) Or other appropriate certificates/licenses required by the District.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends, research, and best practices related to Finance. Skill in human interaction and conflict resolution. Ability to plan, organize, and prioritize. Ability to use advanced computer programs, such as Excel, spreadsheets, etc. Knowledge of federal, state, and District rules, regulations, and policies as they relate to job functions. Ability to prepare and maintain accurate and complex financial records and reports. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to answer the phone in a professional and courteous manner. Ability to work effectively and furnish information to administrators, other departments, government agencies, media general public, and parents. Ability to tolerate highly stressful situations. Ability to be flexible. Ability to troubleshoot problems and implement corrective actions. Knowledge of generally accepted account principles and laws. Knowledge of modern office practices, standard office and accounting equipment and procedures, and auditing procedures. Knowledge of EDP methods and procedures. Ability to maintain and/or establish an investment program for the finances within the school system. Ability to plan, organize and direct the work of finance department employees. Ability to develop spreadsheet applications. Ability to develop and implement new accounting procedures. Ability to express one's self clearly and concisely both verbally and in writing.

##### REPORTS TO:

Director of Business Services

##### JOB GOAL

To maintain budgets, balance sheets, state and federal grants; to serve as a liaison between Finance and District schools and departments; and to assist the Director of Business Services in coordinating and administering the maintenance, food service, IT, and MIS departments .

##### SUPERVISES:

Act on behalf of Director of Business Services

## FINANCIAL MANAGER (Continued) PERFORMANCE RESPONSIBILITIES:

### Service Delivery

- \*( 1) Assist the Director of Business Services in coordinating and supervising financial operations in the District.
- \*( 2) Assist the Director of Business Services in coordinating and administering the maintenance, food service, information technology, and management information systems departments.
- \*( 3) Prepare and balance all district budgets.
- \*( 4) Report and maintain all federal and state grants.
- \*( 5) Prepare or provide oversight of the cost accounting report process.
- \*( 6) Prepare budget amendments.
- \*( 7) Maintain all balance sheet accounts.
- \*( 8) Maintain cash flow between cash accounts.
- \*( 9) Prepare or provide oversight of the balancing of the Federal Cash Distributive Aid report.
- \*( 10) Prepare financial reports.
- \*( 11) Act as CFO's backup to approve all fundraising activities.
- \*( 12) Prepare or provide oversight of the indirect cost report.
- \*( 13) Prepare journal entries as needed.
- \*( 14) Oversee the posting of purchase orders, invoices, and payrolls to the proper accounts within computerized system.
- \*( 15) Oversee the posting of all deposits to the proper revenue accounts.
- \*( 16) Assist administrators and staff with their accounts.
- \*( 17) Assist accounting and reporting of all district financial transactions in accordance with State Board of Education rules, Florida Statutes and School Board Policy.
- \*( 18) Assist in the administration, supervision, analysts and review of the accounting system, records, policies and procedures.
- \*( 19) Monitor fixed assets accounting and reporting.
- \*( 20) Monitor grants accounting and reports.
- \*( 21) Report and maintain all federal and state grants.
- \*( 22) Monitor accounts payable to ensure proper and timely payment of District obligations to vendors.
- \*( 23) Prepare monthly financial reports for the Board.
- \*( 24) Revise and update financial forms and system procedures on a continuing basis.
- \*( 25) Coordinate the accounting operations and closing procedures with the Technology and Information Services Department to ensure control and accuracy.
- \*( 26) Assist in preparation of the Annual Financial Report.
- \*( 27) Monitor the accuracy of journal entries, trial balance, sub ledger expenditure and revenue reports and monthly financial reports.
- \*( 28) Perform or oversee journal entries.
- \*( 29) Revise and update financial forms and EDP procedures on a continuing basis.
- \*( 30) Provide assistance and information for auditors as required.
- \*( 31) Respond to inquiries and concerns in a timely manner.
- \*( 32) Keep supervisor informed of potential problems or unusual events.
- \*( 33) Represent the District in a positive and professional manner.
- \*( 34) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.

## **FINANCIAL MANAGER (Continued)**

- \*( 35) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- \*( 36) Exercise proactive leadership in promoting the vision and mission of the District.
- \*( 37) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \*( 38) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \*( 39) Set high standards and expectations and promote professional growth for self and others.
- \*( 40) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*( 41) Perform other tasks consistent with the goals and objectives of this position.

### **Employee Qualities/Responsibilities**

- \*( 42) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \*( 43) Follow attendance, punctuality and proper dress rules.
- \*( 44) Ensure adherence to good safety standards.
- \*( 45) Maintain confidentiality regarding school/workplace matters.
- \*( 46) Model and maintain high ethical standards.
- \*( 47) Demonstrate initiative in the performance of assigned responsibilities.
- \*( 48) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

### **Inter/Intra-Agency Communication and Delivery**

- \*( 49) Communicate effectively with parents, staff and administrators.
- \*( 50) Keep supervisor informed of potential problems or unusual events.
- \*( 51) Respond to inquiries and concerns in a timely manner.

### **System Support**

- \*( 52) Exhibit interpersonal skills to work as an effective team member.
- \*( 53) Follow federal and state laws, as well as School Board policies.
- \*( 54) Demonstrate support for the School District and its goals and priorities.
- \*( 55) Prepare all required reports and maintain all appropriate records.
- \*( 56) Perform other tasks consistent with the goals and objectives of this position.
- \*( 57) Shall assume additional responsibilities as assigned by the Superintendent.

## **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

## **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

## **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities