

**WINOOSKI SCHOOL DISTRICT**  
**Job Description**

**Job Title:** Finance Manager

**Date Approved/Updated:** December 14, 2011

**Location:** School-wide

**Job Group:** Administrator, Non Union

**Reports To:** Superintendent

**Summary of Position Responsibilities:** To effectively assist the Superintendent and School District Managers by performing and coordinating a variety of financial services to effectively develop, control, and execute annual budgets. The Financial Analyst applies advanced analytical skills to ensure the proper functioning and accountability of fiscal operations; and consults with district administrators, budget/program managers, and internal/external accounting staff. Oversees the IT and Maintenance departments.

**Essential Duties and Responsibilities:**

**Accounting/Budgeting**

1. Responsible for implementing accepted accounting principles, practice and procedures in performing or reviewing accounting transactions.
2. Prepares general ledger entries and other required accounting and financial documents in management of annual funding programs.
3. Develops and continually monitors cash flow statements to determine cash flow needs for the District. Assists in developing cash flow forecast and makes recommendations with the District Treasurer for transferring district's cash.
4. Oversees and assists in processing payroll on a Bi-weekly basis. (A backup will be designated and trained to perform this function as well.)
5. Serve as backup for payable functions.
6. Provides analytical services essential to the preparation, administration, supervision and control of budgets for principals and program managers. Assists key administrators in review of budgets
7. Recommends improvements to the financial management of the school system specifically related to budget methods, format, and presentation.
8. Administers employee retirement programs, and responsible for calculating eligibility, monitoring enrollments, ensuring deduction transmission, and updating participant census
9. Administers employee benefits plans, including calculating eligibility, monitoring enrollments, and ensuring deductions.
10. Administers the preparation, billing, and collection of tuition for all non-resident students in accordance with district policy or State statute.

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11. Compiles and reports Budget Data Collection as prescribed by VT Department of Education.

**Grant Coordination**

1. Maintains a comprehensive system to track entire grant process, from request generation to reporting. Generates information such items as current grants sought, grants awarded, and grants outstanding for periodic reports and ad hoc reports as requested by district administrators and program managers. Ensures that grant activity is in compliance with board policy and funding source regulations. Maintains compliance within grant guidelines and budget restrictions. Prepares quarterly Special Education Expenditure Report and coordinates required input data from the district support services office.
2. Prepares special management reports for school trustees which outline; funds received to date, funds anticipated, current budget, year to date expenses, and accruals.
3. Researches and compiles reports from computerized accounting system and/or historic hard copy files to assist with reporting requirement assumed by administrators. Maintains a duplicate file of all materials, including reports and expenditure backup, for grants not directly overseen by the Business Office

**Reporting**

1. Prepares monthly financial reports as required by the Superintendent. Performs reasonableness testing and quality assurance on the reports to ensure accuracy, prepares and executes adjusting entries.
2. Prepares other reports in support of budgeting, grant management and project/program analysis, as requested.
3. Prepares all tax reports for payroll functions. (W-2's, 1099's, 941's, as well as all State required reporting).
4. Submission of VT Department of Education reports and Data Collections.
5. Review warrants for accuracy prior to Board submission.
6. Prepares and submits all insurance reports/claims.

**Internal Auditing and Controls**

1. Maintains a chart of accounts for the accounting system that complies with State's financial reporting requirements as directed by the Superintendent.
2. Performs, or assists with the performance of periodic internal audits to ensure compliance with district policy, State law, established accounting practices, or departmental operating practices. Identifies areas of concern, appraises the Superintendent of issues and risk, suggests methods of improvement, and implements agreed upon solutions.

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***Operations***

1. Maintains current proficiencies on all accounting, payroll, accounts payable, and other financial matters that may affect the districts. Ensures the districts' compliance with all known regulations and that the financial records are in compliance with modern standards of accounting (GAAP and GASB).
2. Oversee and manage food service and transportation contracts.
3. Manage the Maintenance Department.
4. Assist Superintendent with overall budget formulation and long-range capital plan for facilities.
5. Responsible for purchases and contract management within areas of responsibility consistent with board policies and applicable laws.
6. Manages the districts' property, develops facilities use, site plans, expansion/sale/lease proposals and programs in collaboration with the Superintendent.
7. Creates and maintains procedures for the use and care of school district facilities and grounds in collaboration with the Superintendent.
8. Responsible for energy conservation efforts and cost effective management of facilities and operations.
9. Supervises and manages the Information Technology Department of the School District.
10. Collaborates with Superintendent to establish procedures for educational and administrative use of technology equipment by students, staff, and third party residents that conform to local and state policies.
11. Responsible for the development of intermediate and long-range planning assisting the superintendent for acquisition, installation, and maintenance of technology in school district.
12. Responsible for E-Rate application and compliance.
13. Prepares data and reports required by statute and regulatory agencies related to areas of responsibility.
14. Other duties and tasks as assigned/directed by the Superintendent.

***Supervisory Responsibilities include:*** Carries out supervisory responsibilities in accordance with the organizations, policies and applicable laws at the direction of the Superintendent. Responsibilities may include interviewing, hiring, and training employees, planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

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**Qualification Requirements:**

*The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

An Associates **or** Bachelor's Degree in Accounting plus 3 to 5 years of relevant experience, including payroll processing and tax administration. Other combinations of education and experience would be considered. Direct experience with governmental accounting as it applies to school districts is a plus.

**Physical Demands:**

*The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:*

- O Standing     O Walking     F Sitting     O Lifting     O Carrying     O Pushing  
 O Pulling     O Climbing     O Balancing     F Stooping     O Kneeling     O Crawling  
 O Crouching     O Reaching     F Handling     F Fingering     F Feeling     C Talking  
 C Hearing     C Far Vision     C Near Vision     C Color Vision     C Depth Perception     F Repetitive Motion  
 F Eye/Hand/Foot Coordination

**Physical Effort:** Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work XX</i>	<i>Medium Work</i>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

**Work Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:*

- O Exposure to weather     O Extreme heat     O Extreme cold     O Noise     O Dust, vapors, fumes  
 F Time constraints     F Public contact     F Deadlines     O Travel     C Inside work

**Terms of Employment:** Full Year Employee

**Compensation and Benefits:** As negotiated with School Board

**Evaluation:** Annually by Superintendent

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