

Norman Public Schools
Director of Finance Job Description

Job Title: Director of Finance

Credentials: CPA or SFO preferred

Education: Bachelor's degree in accounting or business administration preferred.

Training or experience required: Extensive (4-7 years) knowledge and experience in accounting, finance and/or business analysis is required. Experience in a public school setting preferred.

Site: Administrative Services Center

Reports to: Chief Financial Officer

Contract: 260 days

Salary Schedule: Support Off-Scale - commensurate with experience

FLSA Classification: Exempt

Essential Job Functions may include the following:

- Assist the CFO with the administration and oversight of all district expenditure and revenue records and financial reporting requirements.
- Prepare and maintain district budget reports
- Utilize Oklahoma Cost Accounting System (OCAS) to properly code and manage district revenue and expenditure reporting to the State Department of Education
- Provide training and guidance to district staff regarding all site and departmental budgets, ensuring strong understanding of their roles and responsibilities related to receipting and expending of all funds.
- Perform internal audits to ensure financial procedures are being followed at school sites
- Assist the CFO with identification, analysis, implementation, and improvement of the Business office processes and accounting procedures.
- Develop training documentation for process and procedures for users of financial programs in various departments to ensure efficient and effective use of all financial software
- Assist with monthly and fiscal year end closing which requires reconciliation and financial analysis
- Assist staff with requisitions and the processing and conversion of purchase orders
- Reconcile monthly payroll reports and submission of member contributions to the OK Teacher Retirement System
- Supervise procedures for coding, monitoring and tracking fixed assets and inventory items.

- Stay abreast of accounting requirements mandated by the State or federal government. Update system procedures as needed to meet new legal requirements and technological enhancements.
- Work closely with independent auditors during audit of all accounts and records with the district. Work to correct any audit exceptions or concerns in district.
- Maintain memberships with professional/education associations and attend meetings for continued professional development in the field of school business
- Perform other duties as assigned.

Knowledge, Skills, & Abilities:

Communication Skills (oral, written, or business): Must have a knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicate in a clear, grammatically correct manner. In addition to above, compose correspondence, train and direct others and provide complex instructions. Conduct interviews as needed. Must use creativity; make public presentations and provide complex letters and reports.

Mathematical Skills: Perform routine computations requiring a knowledge of addition, subtraction, multiplication, and division using whole numbers, fractions, decimals, and percentages.

Reading and Interpreting: Read and interpret complex written and printed materials such as bid proposals, regulations, contracts, balance sheets/ledgers, etc.

Technology: Operate software with sophisticated retrieval, storage, and merging capabilities. Must be familiar with electronic fund accounting systems.

The successful employee is expected to model the district's core values of integrity, inclusiveness, collaboration, and optimism.