

NEWCASTLE FINANCE DIRECTOR

The Finance Director works in conjunction with the Superintendent in carrying out the business operations of the District in accordance with the Oklahoma Cost Accounting System and the Oklahoma State Department of Education requirements, and within the framework of Newcastle School Board policy. Assists the Superintendent in the preparation of the annual budget, participates in the training of new Business Office personnel and in the retraining of existing personnel when necessary. Supervises the preparation of the monthly financial reports for the Board of Education as well as various internal management reports.

Specific job responsibilities include:

- Assist the Superintendent with the administration and oversight of all district expenditure and revenue records and financial reporting requirements.
- 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 Superintendent 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.
- Work closely with independent auditors during audit of all accounts and records with the district.
- Work to correct any audit exceptions or concerns in the 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.