

Deputy Director of Finance

Qualifications:

1. Bachelor's degree in accounting preferred
2. Seven to ten years of experience in accounting practices
3. Knowledge of governmental accounting
4. Extensive computer skills

Job Goal:

Administer the business affairs of the school system in such a manner as to provide the best possible educational services with the financial resources available.

Essential Functions:

1. Direct the management of the financial affairs of the Board of Education involving state, local and federal funds.
2. Assist the Director of Schools and the Finance Director with budget development and long-range financial planning.
3. Coordinate all audit functions with the State auditors.
4. Act as liaison between independent auditors and school bookkeepers.
5. Prepare and submit financial reports to the State, including submittal of data and reports in the State ePlan portal.
6. Handle all accounts payable functions for the General Purpose and Federal Projects school funds and oversee the accounts payable in the Cafeteria fund.
7. Monthly reconciliation and reimbursement requests for all school grants.
8. Maintains all General Purpose and Federal Projects fund records (Trustee reports, checks, vendors)
9. Maintains all fixed asset records to assure GASB 34 compliance.
10. Maintain knowledge of the Tennessee Investment in Student Achievement (TISA) school funding formula.
11. Coordinate the W-2, 1099, and 1096 process and fiscal year end close of books.
12. Assist Supervisors and Principals with budget development as required.
13. Performs other duties as assigned by the Director of Schools and/or the Board of Education.
14. Assist the Finance Director as needed.

Temperament:

1. Ability to perform a variety of duties, including changing from one task to another without loss of efficiency.
2. Ability to accept responsibility for the planning, direction or control of an activity.
3. Ability to supervise and assist other staff.
4. Ability to make generalizations, evaluations or decisions based on judgmental criteria.