



UNION PUBLIC SCHOOL DISTRICT

P. O. Box 445 ▪ Union, MS 39365

Phone: 601-774-9579 ▪ Fax: 601-774-0600

TITLE: Director of Finance

QUALIFICATIONS:

1. As required by the State Department of Education
2. Bachelors of Business Administration Degree with a major in accounting and/or a valid CPA designation.
3. A minimum of three years of prior job experience is preferred.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent of Education

SUPERVISES: Finance Department Staff

JOB GOAL: To administer the fiscal affairs of the district.

PERFORMANCE RESPONSIBILITIES:

1. Acts as general accountant and preserves all financial records relating to the schools.
2. Directs all financial accounting.
3. Sets up and controls an encumbrance accounting system.
4. Provides accounting services essential to the preparations, administration, supervision, and control of the budget.
5. Reports monthly to the Board of Trustees the amount for which warrants have been drawn, the accounts against which the warrant have been drawn, and the balance to the credit of each account.
6. Accounts for finances of school trust lands.
7. Provides financial data for school trust land reports to the Secretary of State.
8. Directs an accumulation and maintenance of a valid fixed asset inventory.
9. Supervises accounts payable processes and procedures.
10. Supervises payroll authorization preparations and all related files.
11. Reconciles all bank accounts monthly.
12. Supervises preparation of monthly reports on personnel and non-personnel accounts.
13. Records all revenue collected and renders a monthly report to the Board of

Trustees.

14. Prepares financial and other budget reports at regular intervals.
15. Makes a full and complete itemized report of the finances of the district to the Board of Trustees at the close of each school year.
16. Supervises clerical aspects of all payroll deductions.
17. Reports to the Superintendent on the accounting affairs of the district and recommends changes and improvements as necessary.
18. Arranges for audits of accounts and records annually by an independent certified public accountant or as directed by the State Department of Audit.
19. Cooperates with the auditors and provides information as requested.
20. Recommends the purchase of and oversees the maintenance of accounting equipment.
21. Maintains a complete and systematic set of records of all financial transactions of the district.
22. Traces errors and records adjustment to correct charges or credits posted to incorrect amounts.
23. Serves as the district's Purchasing Agent.
24. If applicable, submit items for Board review (required on monthly basis) and attends Board meetings.
25. Any other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Twelve month year; salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation.

APPLICATION: Applications through June 27, 2018 or until filled. Administrator applications are located on the district website www.unionyellowjackets.org. Applications may be emailed to Mr. Tyler Hansford at hansfordt@unionyellowjackets.org or mailed to:

Union Public School District
Attn: Mr. Tyler Hansford
P.O. Box 445
Union, MS 39365.

