

# **School Finance Officer Central Office Administrator Job Description**

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Please note: This job description is one of several adopted by the State Board of Education between 1984 and 1987 and was designed to correspond with the evaluation instrument. Local school systems can and often do modify the job descriptions to meet their individual needs. Please contact the [school system](#) in which you are interested for a finalized job description.

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**POSITION:** School Finance Officer

## **NATURE OF WORK**

An employee in this class is responsible for managing the fiscal affairs of a school system through the installation and maintenance of an integrated system to plan fiscal needs, to ensure valid disclosure of receipts and disbursements and to make sound investments of any cash balances. This employee interprets and follows regulations prescribed by the Local Government Commission, funding agencies and the board of education. The employee exercises discretionary judgment in the resolution of operational problems and correction of the resulting effects of these. Errors may cause significant disruption of the school system's operations and/or loss of considerable funds. The employee receives general direction and the work is evaluated through accomplishments and the reports of official audits. Direct supervision is exercised over the staff in the business office.

## **ILLUSTRATIVE EXAMPLES OF WORK**

- Develops, for the superintendent and board, short and long term budgets and amendments with concise explanation of needs and reasons for any change.
- Establishes and maintains an accounting system to detail assets, liabilities, equities, obligations, expenditures, and current and projected revenues.
- Certifies the requisition of operational funds.
- Receipts and oversees the deposit of all money accruing to the school system.
- Allocates funds to programs and schools with conditions governing their use.
- Conducts pre-audits of all obligations to ensure budgeted appropriation and unencumbered balances.
- Approves or disapproves necessary disbursement for fiscal claims against the school system.
- Audits accounts of employees collecting or receiving taxes or other monies.
- Ensures the timely and accurate preparation of required and requested reports.
- Invests all idle cash as directed by the local board.
- Assigns work and evaluates performances of subordinates.
- Recommends to the superintendent the selection and discipline of employees.
- Maintains liaison with other departments to serve as the financial advisor.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of generally accepted accounting concepts and principles with emphasis on governmental accounting.
- Considerable knowledge of information processing and networking practices.
- Considerable knowledge of computer operations and capabilities.
- Working knowledge of general business management practices.

- Ability to analyze and synthesize data.
- Ability to present complex information in a clear and concise manner.
- Ability to plan, organize and direct work of subordinate personnel.
- Ability to communicate clearly regulations and practices.

**SUGGESTED EDUCATION AND EXPERIENCE**

Baccalaureate degree from an accredited four-year college or university with a concentration in accounting, finance or business administration and three years of professional experience in business related field; or an equivalent combination of education and experience.

**SPECIAL REQUIREMENTS**

- Qualify for certification as a School Business Administrator according to policy of the State Board of Education.
- Qualify for a performance bond.