

# Quakertown Community School District



Position Title: Finance Director  
Reports To: Chief Operating Officer  
Prepared By: Chief Operating Officer

**SUMMARY:** Assists the Chief Operating Officer in carrying out the business operations of the District in accordance with the Pennsylvania School Code and the Manual of Accounting and Related Financial Procedures for Pennsylvania School Systems, and within the framework of Board policy. Prepares various Pennsylvania Department of Education forms, supervises the accounting department in the reconciliation of the general ledgers for all District funds including Food Service. Assists the Chief Operating Officer 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 School Directors as well as various internal management reports.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(Other duties may be assigned)*

- Assists the Chief Operating Officer and staff to analyze financial and educational problems and develop solution, which ultimately improves daily operations.
- Assumes the administrative responsibility of the Chief Operating Officer in the Chief Operating Officer's absence.
- Manages, supervises and/or performs district required duties in the following category areas: Auditing, Child Accounting, Cash Management, Investments, and Tax Administration.
- Coordinates and supervises all accounting procedures and functions of the district, prepares financial reports for Board and administrative use.
- Maintains full and accurate accounting records.
- Administers all banking functions in the school district.
- Manages and forecasts cash flow and implements an established plan of district funds investment with approval of Chief Operating Officer.
- Provides and maintains internal controls to ensure compliance with financial policies and procedures.
- Prepares and oversees the preparation of District statistical and financial reports. Ensures that report formats meet state, local and in-District reporting requirements.
- Supervises tax collections, including delinquent taxes, and prepares appropriate tax information reports. Files the required complaints with the applicable district justice.
- Reviews and analyzes tax collection revenue on a monthly basis.
- Prepares and submits tax resolutions for the Board. Ensures the timely collection, transfer and reconciliation of funds from taxing authorities to the District.
- Works with the Chief Operating Officer in seeking new revenue streams.
- Works with independent auditors to ensure a timely review of all documents and prepares the annual financial report.

- Responsible for the budget preparation including forecasts of local revenues and projected fund balance. Monitors line items and reports on significant variances.
- In conjunction the Chief Operating Officer, oversees the preparation and certification of the accuracy of monthly and annual financial reports, required by the Superintendent, Board of Education, State Department of Education, and other agencies of government.
- Establish the accounting systems necessary to provide school officials and administrators with accurate financial facts as the basis for formulating policies and decisions.
- In coordination with the Chief Operating Officer, invest the funds of the district on a day-to-day basis to insure effective cash flow and in a manner that provides maximized returns at minimized risk levels.
- Prepares documents as required for PlanCon processing, and information related to bonding and other financial issues.
- Oversee the distribution of payments for construction in progress.
- Oversees the annual bidding process for the purchase of supplies.
- Serves as Board Treasurer in reporting on funds management for the district.
- Serves as treasurer for QCSD and the Educational Foundation.
- Maintains, monitors, and documents all general ledger accounts for all fund types.
- Manages the year end close, local and state audits, and preparation of associated financial reports.
- Supervises the completion of the database from PDE for the State's Annual Financial Report (AFR).
- Participates with county and state organizations in staying abreast of school finance reform and other district-related issues.
- Attends school board, finance, and facilities meetings and other job related meetings as assigned by the Chief Operating Officer.
- Performs any other duties as assigned by the Chief Operating Officer to ensure the efficient operation of the Business Office.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND EXPERIENCE:** Bachelor's Degree in Business Administration with a major in accounting or related field. Minimum of five years experience in the areas of accounting, payroll, reporting, and financial management as a public school business official. Knowledge of PA school Finance and Accounting Procedures. Experience with budget preparation and analysis.

**CERTIFICATES, LICENSES, REGISTRATIONS:** C.P.A. and/or Pennsylvania Registered School Business Official or equivalent (*Preferred but not required*)

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:** Ability to work with and apply mathematical concepts such as fractions, percentages, ratios and proportions to practical situations.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**OTHER SKILLS and ABILITIES:** Proficiency with computer applications and office supervisory experience required. Ability to apply knowledge of current research and theory in specific field. Demonstrates strong human relations, communication, and organization skills. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely both in oral and written communications. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision and distance vision. Some travel abilities are required.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* The work environment is usually very quiet.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.*