

FRIEND PUBLIC SCHOOL JOB DESCRIPTION

Financial Manager

Reports to: Superintendent/Principal

Qualifications: Business, Accounting, or Finance, experience required; have a working knowledge of/being willing to learn school finance;

Reports to: Superintendent of Schools

Days: Instructional and Professional Development Days Plus Summer Months Plus
6 Paid Holidays - 234 days

Hours: 7:30 - 3:30

Job Qualifications

- Business, accounting, or finance, experience required
- Have a working knowledge of/being willing to learn school finance
- Familiar with/able to learn computer programs specific to finance
- Organized, self starter
- Communication skills

Job Responsibilities:

- Performs the job functions and maintains records for payroll and personnel, accounts payable, activity fund, and financial management and program oversight for the Child Nutrition Department.
- Compiles and publishes the year-end receipts and expenditures by July 31 of each year.
- Works with the Independent Auditor/Treasurer and Superintendent in preparing the budget for the current year.
- Ensures accurate coding of all expenditures for school district purchases for all funds including activity in accordance with the Oklahoma Cost Accounting System.
- Works with the Superintendent/Principal on Federal Programs in regards to expenditures processed for the current plan year.
- Prepares and submits all federal claims.
- Oversight of CNS financial functions.
- Communicates with the staff, Board of Education, patrons and community as requested.
- Works with the Superintendent, Staff and the Financial Advisor on bond projections and sinking fund mills.
- Coordinates, plans, and works with Superintendent in matters of budgets, requisitions, employee payments, federal programs and state reports as required.

- Stays current with legislation and guidelines in the area of finance and reviews and coordinates any law changes that affect finances on an as needed basis.
- Attends professional development on finance on a continuous basis.
- Serves on committees as assigned when involving financial information.
- Attend board meetings and prepares reports upon request.
- Assist in School Office with assisting patrons and taking calls.
- Maintains confidentiality.
- Abides with all district, state and federal laws, policies and procedures.
- Performs other duties as assigned by the Superintendent of Schools.

PHYSICAL DEMANDS:

Ability to stand, walk, squat frequently. Ability to lift up to 10 pounds frequently.