



**EMPLOYEE NAME:** \_\_\_\_\_

Revised: 7/85; 9/85; 2/86; 10/87; 11/89; 8/90; 9/91; 5/92;  
 2/93; 5/93; 11/94; 2/96; 1/98; 6/99; 1/03; 9/07; 6/12; 10/12; 4/13;  
 7/14; 7/15; 6/18; 9/18; 6/21

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Director, Financial Systems & Capital Assets	<b>JOB CODE:</b> 465E
<b>DIVISION:</b> Financial Services	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Financial Systems & Capital Assets	<b>WORKDAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> Chief Financial Officer	<b>PAY GRADE:</b> Rank A (NT01 Technology Scale)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Directs the administration, support, training and implementation of the district's financial systems and the management and processing of the district's capital assets and property, including construction projects, architectural fees, land acquisitions and equipment.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor's Degree in Business Administration, Management or Accounting required; Master's degree preferred
2.	Certification/License Required: N/A
3.	Experience: 5 years accounting experience; Supervisory experience required
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; accounting, financial management; strong leadership and interpersonal skills; planning and organizational abilities

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Directs functional areas, operations, and staff within Financial Systems & Capital Assets including district financial systems support, training and implementation, management and processing of the district capital assets and equipment, technology related finance projects, and financial analysis and reporting.
3.	Identifies district procedural strengths and weaknesses in central office and school operations; presents recommendations for improvement to administration; identifies needed improvements in operational efficiency and business practices in central office departments and school operations; presents recommendations to administration for implementation.
4.	Develops, reviews and approves financial processes and procedures.
5.	Develops and presents senior level financial analysis & procedures & participates in the decision-making process.
6.	Conducts administrative financial training throughout the district as needed; performs special projects at the direction of the Chief Financial Officer.
7.	Oversees implementation/project management of software and programming improvements to increase operational effectiveness within the district and financial services.
8.	Attends professional seminars and reviews technical literature to stay abreast of business processes, technology best practices, financial standards, financial training and project management.
9.	Maintains the highest level of confidentiality and exercises professional judgment in all matters of financial and technical data.
10.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_