

WINDBER AREA SCHOOL DISTRICT  
JOB DESCRIPTION

Department - Administrative

Standard Title – Director of Finance

Primary Function:

Adequately and efficiently organize, manage, and conduct the business operation of the school district, in all of its ramifications, within the framework of Board policy. The Director of Finance shall keep the Superintendent informed of the status of the finance office and its operations.

Supervision Received:

The Director of Finance is directly responsible to the Superintendent and the Board of Education.

Direction Exercised:

The Director of Finance is responsible for the supervision of the Manager of Food Service, the Finance Office Secretaries.

Essential Duties:

1. Assist in the preparation of the school budget.
2. Prepare monthly reports of receipts and expenditures in relation to budget allocations.
3. Supervise preparation of the payroll.
4. Assist in preparation of specifications for supplies, equipment, and repairs to facilities; advertise and secure bids for same.
5. Supervise the tabulation and summarization of bids.
6. Act as purchasing agent for the acquisition of supplies and equipment.
7. Be responsible for all correspondence relating to school financial affairs, i.e., purchase orders, financial reports, records, etc.
8. Supervise the checking of invoices, code and prepare voucher for payment and

- record encumbrances.
9. Set up accounting and internal office control procedures.
  10. Maintain records and prepare reports relative to withholding taxes and retirement funds in accordance with Federal and State regulations.
  11. Supervise the maintenance of all accounting records for receipts and expenditures of funds in accordance with legal requirements.
  12. Administer debt service programs.
  13. Administer insurance programs.
  14. Maintain proper accounting of tax debts.
  15. Prepare reports as required by the DPI and Federal government.
  16. Arrange to have all accounts available for the annual audit.
  17. Supervise cafeteria program.
  18. Maintain a proper record of all proceedings of the Board, prepare such reports as necessary, and keep such accounts as are required by the provisions of the School Laws of Pennsylvania.
  19. Prepare and sign orders on the Treasurer for payment of any bill authorized by the Board.
  20. Execute all deeds, contracts, reports, and other instruments that are to be executed by the Board.
  21. Act as custodian of all the records, papers, office property, and official seal of the School District.
  22. Keep correct accounts with each receiver of taxes, the School Treasurer, or the school collector of the District, reporting a statement of the same, together with a statement of the finances of the District, at each regular meeting of the Board, which statements shall be entered in full upon the minutes.
  23. Additional duties and responsibilities as required will be assigned by the Superintendent.

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

### Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

### Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. The Director of Finance shall hold at least a bachelors degree.
2. Knowledge of State and Federal regulations relative to school finance.
3. Knowledge of program planning and budgeting.
4. Excellent communication, problem solving and organization skills.

### Salary:

The salary of the Director of Finance shall be set by the Board of Education for this position.