

Financial Manager

FLSA Status:

Last Revised: 12/2016

Definition: Under general supervision, prepares and monitors budget activities. Administers and maintains a variety of accounts and financial records and provides budgetary forecasts, detailed and complex reports, and modifications. Administers banking relations and the cash handling functions throughout the organization. Performs a variety of technical tasks relative to assigned area of responsibility.

Responsible to: Lincoln County Board of Trustees/Superintendent

Terms of employment: 12 months

Pay Rate: Refer Superintendent/School Board

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Analyzes and prepares financial statements; maintains a variety of accounts to include general ledger and reconciliation of all organization financial transactions, including bank accounts; prepares monthly fiscal reports and special reports relating to the progress of assigned accounts or area of responsibility.
2. Analyzes revenues and expenditures of organization or grant funds; recommends amendments to the budget as appropriate; prepares final cost estimates for the annual budget, special funds, or grants being sought.
3. Participates in the compilation and preparation of the school district's annual budget; prepares cash flow and expenditure projections and various budget-related forecasts and reports; provides personnel costs from salary projections.
4. Prepares annual financial reports for organization departments or revenue sources; prepares statistical financial reports; prepares necessary work papers for the annual budget.
5. Analyzes, accounts for, and audits grant monies and special revenues received by the organization; acts as liaison between the division of assignment and grantors; processes requests for funds and obtains authorized signatures of approval.
6. Assists in the development of an organization-wide cash handling policy and a procedures manual; administers and enforces the policy and procedures; trains organization employees who handle cash in proper procedures; conducts audits to determine compliance; prepares required reports.
7. Assists departments in the proper classification of revenues and expenditures; provides technical assistance and training to organization staff in matters related to financial accounting, budget administration, and financial and operational performance management.
8. Monitors various accounts, verifies availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.

9. Monitors daily activity in LCSD bank accounts and performs cash management duties.
10. Recommends and implements changes in accounting, budgeting, and auditing systems and procedures.
11. Is a member of the district's negotiating team with each employee group.
12. PERS liaison officer.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Principles and practices of public sector budget preparation and monitoring and cash management;
- Finance and accounting principles and procedures;
- Intermediate principles and practices of financial auditing;
- Principles and procedures of internal control systems;
- Cash handling procedures;
- Intermediate principles and procedures of financial record keeping and reporting;
- Principles of advanced report preparation;
- Modern office methods, practices, procedures, and computer equipment;
- Laws, rules, regulations, and procedures applicable to assigned position;
- Spreadsheet and word processing software; and
- Correct English usage including grammar, punctuation, and vocabulary.

Skill to:

- Understand and interpret governmental accounting principles and practices;
- Understand and administer automated financial management systems;
- Prepare and interpret a variety of complex financial statements, reports, and analyses;
- Operate a computer, including a variety of software programs; and
- Communicate clearly and concisely, both orally and in writing.

Ability to:

- Administer all aspects of an internal cash control program;
- Train organization staff in appropriate policies and procedures;
- Forecast short term cash flow of organization funds;
- Administer banking relations;
- Examine and verify a wide variety of financial documents and reports;
- Follow written and oral instructions;
- Attend appropriate state meetings as assigned;
- Establish and maintain effective cooperative working relationships with those contacted in the course of work.

Required Certifications and Licenses:

Possession of a valid driver's license or alternate means of travel.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Degree or equivalent from an accredited college or university with major coursework in accounting, finance, or a related field **OR** two years of increasingly responsible experience involving analytical work in finance, budgets, grants, audit, or investments in the public sector.

Physical and Mental/Intellectual Requirements:

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Cognitive ability to operate a personal computer using word processing and databases. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper, occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by car to pick up or deliver material. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur

An Affirmative Action/ Equal Opportunity Employer:

The Lincoln County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed,

religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 728-8000.

EVALUATION: Position is evaluated yearly by the Superintendent of Schools

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: _____

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____