

**POSITION DESCRIPTION  
COLCHESTER SCHOOL DISTRICT**

**POSITION:** Financial Manager  
**DEPARTMENT:** Fiscal Services  
**REPORTS TO:** Business & Operations Manager  
**CLASSIFICATION:** Exempt (salary)  
**SUPERVISES:** Accounts Payable Bookkeeper and Staff Accountant/Payroll  
**PURPOSE:** The Financial Manager is responsible for documenting the financial activities of the district as directed by the Business & Operations Manager.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

Accounting/Reporting

- Responsible for implementing and maintaining generally accepted accounting principles, practice and procedures in performing or reviewing accounting transactions
- Assist the Business & Operations Manager and other staff in completing the financial accounting, payroll, and bookkeeping functions of the district
- Maintain and manage a chart of accounts and double entry modified accrual basis of accounting in accordance with the requirements of the Vermont Agency of Education Handbook and generally acceptable accounting principles unless directed otherwise in writing by the Business & Operations Manager
- Document all general fund revenues and oversee the bookkeeping for all student activity and other miscellaneous accounts
- Provide timely and accurate reports to appropriate administrators concerning the status of their budgetary accounts to prevent the over spending of any budgeted account
- Coordinate with Business & Operations Manager the development of written procedures, guidelines, forms and other documents to facilitate business operations within the Colchester School District
- Coordinate, process, and control transfers of budgeted funds as requested and approved by authorized personnel, and in accordance with school board policy
- Prepare and maintain depreciation schedules, asset listing and capital lease schedules and reconcile with source documents to insure accuracy in conjunction with other accounting staff
- Monitor bank account activity on a daily basis and reconcile bank accounts
- Maintain the scholarship database, manage the investment of scholarship funds, inform the guidance department of funds available and coordinate the disbursement of scholarships
- Responsible for Food Service accounting including recording of revenue, preparing monthly invoices and reporting as well as all year-end general ledger accounting adjustments

Grants

- Maintain a comprehensive system to track grant process from request to reporting; track grants sought, grants awarded, and grants outstanding for periodic reports and ad hoc reports as requested by district administrators and program managers; ensure grant activity is in compliance with board policy and funding source regulations
- Responsible for all state, federal, and private source grants, ensure appropriate allocation and administration of funds; maintain compliance within grant financial guidelines and budget restrictions
- Prepare financial reports as required by funding sources, such as Agency of Education Special Education Expenditure Report and AOE 2.0 Expenditure Report, Department of Health EPSDT Report
- Prepare management reports on a monthly basis for program managers, including current budget, year-to-date expense, encumbrances and compliance within individual grant strategies
- Serve as liaison in dealings within (e.g., program managers, accounting, payroll, personnel, etc.) and outside the school district (e.g., representatives of federal and state agencies) regarding financial and accounting matters

Annual Independent Audit

- Assume primary responsibility for execution of annual audit by independent auditors to fulfill local, state, and federal audit requirements
- Develop/review financial statements and Management Discussion and Analysis in conjunction with the Business & Operations Manager to be audited by independent auditors on an annual basis

- Review audit findings and apprise Business & Operations Manager of the observation, suggestions and/or reportable conditions of the independent auditors
- Assist Business & Operations Manager in the preparation of written report addressing all observations, suggestions and/or reporting conditions outlined by the independent auditor with evidence of the issue having been addressed or a timeline when the issue will be addressed
- As required by state law, federal requirements or district policy, distribute final audit report to district board, Agency of Education, Federal Audit Clearinghouse, town, bank and other outlets

#### Internal Reviews and Controls

- Perform or assist in the performance of periodic internal reviews (i.e., student activity) to ensure compliance with district policy, state law, established accounting practices, or departmental operating practices
- Identify areas of concern, apprise district administrators of issues and risk, recommend methods of improvement, and implement agreed upon solutions

#### Planning/Training/Supervision

- Maintain expertise and act as district liaison for accounting software vendor
- Coordinate with the Information Technology Department with respect to the use and maintenance of the accounting software
- Perform administrator duties for the accounting software, including user setup, user restrictions, etc., and other accounting software duties in conjunction with the Staff Accountant/Payroll
- Coordinate the development and implementation of disaster recovery operations in relation to the accounting software with external service providers and Information Technology Department
- Oversee and ensure the accuracy of all external reporting required of the payroll and accounts payable functions (W2's, 1099's, 941's as well as all State required reporting)
- Encourage and monitor skill development of other internal accounting personnel in connection to achieving goals and improving efficiencies
- Provide technical assistance to accounting personnel
- Supervise and evaluate Staff Accountant/Payroll and Accounts Payable Bookkeeper
- Identify objectives and develop timelines for accounting projects
- Acquire and maintain up-to-date knowledge of all applicable laws and regulations as it relates to the accounting and finance office (GAAP, GASB)
- Exhibit commitment to School District's Vision Plan

#### Job Knowledge, Skills and Abilities

- Knowledge and experience in financial management, project management and forecasting
- Proven ability in leadership and supervision
- Knowledge of state and federal reporting requirements
- Ability to read, analyze and interpret documents such as policies, operating practices, procedure manuals, and government regulations
- Experience and proficient computer skills in accounting system software, word processing, spreadsheet, and database programs required
- Ability to communicate courteously, efficiently and effectively with a variety of individuals, including faculty, administrators, parents and representatives of outside organizations
- Ability to write reports, business correspondence and procedure manuals
- Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents and State Agencies
- High accuracy and attention to detail; strong organizational skills; proven ability to work effectively without specific direction and with minimal supervision

**MATERIALS AND EQUIPMENT USED:**

Operate a computer, utilize mass market software applications, and a variety of standard office equipment.

**DESIRED QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Certified Public Accountant and Bachelor Degree in Accounting or other appropriate discipline
- Minimum five years' experience in school administration or school business management (or equivalent training and experience from which comparable skills and knowledge are acquired)

**PHYSICAL/MENTAL DEMANDS:**

- Must be able to move object weighing up to 25 pounds
- Must be able to remain in a stationary position 95% of the time
- Must be able to move around the office to access file cabinets, office machinery, deliver files, attend meetings, greet visitors, etc.
- Must be able to effectively and efficiently operate under stressful situations including managing multiple priorities and meeting deadlines

**WORKING CONDITIONS:**

Work is normally performed in a climate-controlled, shared office environment. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.).

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.