



# PEARL PIRATES

*The mission of Pearl Public School District is to prepare each student to become a lifelong learner, achieve individual goals, and positively impact a global society.*

## **ANNOUNCEMENT OF VACANCY DIRECTOR OF FINANCE FOR PEARL PUBLIC SCHOOL DISTRICT**

Pearl Public School District is seeking qualified applicants for the position of Director of Finance.

- Length of Contract: 240 days
- Beginning Date: July 1, 2021

The following qualifications, job goal, and performance responsibilities are required based on the job description.

### **QUALIFICATIONS:**

1. Bachelor's degree in accounting or finance, CPA preferred.
2. Hold or be eligible to apply for a valid Mississippi Educator License with a 420 endorsement School Business Administration.
3. Successful accounting experience with multi-million-dollar accounts, public school district experience preferred.
4. Proficient in the use of computer technology for accounting and other budget administration tasks.
5. Extensive knowledge of the principles, methods, techniques, practices, and mandated system of budget administration and budget planning operations for Mississippi school districts.
6. Administrative, managerial, and interpersonal skills that are essential in working with district administrators and staff.
7. Such alternatives to the above qualifications as deemed appropriate and acceptable by the Board of Trustees.

**REPORTS TO:** Superintendent

**JOB GOAL:** To support the district's mission by ensuring that the district derives maximum benefits from the prudent expenditure of every school dollar through careful planning, sound fiscal management, and effective budget management.

### **PERFORMANCE RESPONSIBILITIES:**

1. Aligns resources with district goals and priorities through budget development and management to support the mission and goals of the district.
2. Assumes responsibility for individual professional growth and development, for keeping current with the literature and best practices, and for attending appropriate professional meetings.
3. Stays current with the latest state and federal guidelines related to the financial affairs of a school district.
4. Keeps informed of all legal requirements governing school finance.
5. Acts as advisor to the Superintendent on all questions relating to the business and financial affairs of the district.
6. Establishes and supervises a program of accounting adequate to record in detail all financial affairs of the district.

7. Works with the Superintendent on budget guidelines, the development and analysis of the district's budget based on budget requests and program proposals, and long-range financial planning.
8. Arranges for and supervises preparation, publication, and distribution of budgets as approved by the Board.
9. Assumes responsibility for the receipt and expenditure of school district funds, including the collection, safekeeping, and distribution of all funds.
10. Manages in accordance with state and federal regulation and timelines all aspects of business services associated with the following: utilities, printing, security, capital facility planning and construction, child nutrition, federal programs, maintenance, and transportation.
11. Prepares reports to the appropriate staff concerning the status of their budgetary accounts to guard against the overspending of any budgeted account.
12. Designs, implements, and monitors a strong internal control system.
13. Prepares and analyzes all financial statements.
14. Reconciles all bank accounts maintained by the Board.
15. Approves requisitions authorizing the expenditures of funds.
16. Recommends new accounting procedures as necessary.
17. Manages the district's real estate and insurance programs and oversees the management of short-term investments and similar activities.
18. Administers the provisions of contracts entered into by the district.
19. Works with stakeholders to interpret the financial needs and impact of the school system by providing program and financial data and analyses.
20. Delivers financial reports to the board monthly as required.
21. Interprets the financial concerns of the district to the Board, the administration, staff, and the public at large.
22. Supervises finance department staff.
23. Supervises payroll operations.
24. Manages the accounting for district fixed assets.
25. Responsible for ensuring the annual financial audit is performed and recommendations and/or adjustments are appropriately addressed and implemented.
26. Follows all board policies and procedures.
27. Maintains regular attendance and is punctual.
28. Promotes the district's vision, mission, and goals.
29. Adheres to the Mississippi Code of Ethics.
30. Performs other tasks and assumes other responsibilities as requested/assigned by the immediate supervisor and Superintendent.

**Application Process:**

- Submit a letter of interest and a resume to Kim LaFontaine, Assistant Superintendent of Academic Services, by noon on Friday, February 12, 2021. Be sure to include the name, email address, and phone number of three professional references on your resume.
- After a review of the resumes, a selected number of interviews will be held.

***Pearl Public School District is an equal opportunity and affirmative action employer.***