

Killeen Independent School District Job Description

Job Title: Director for Financial Reporting
Reports To: Chief Financial Officer
FLSA Status: Exempt

SUMMARY

Prepares, monitors, forecasts, and creates reports regarding the school district's budget, financial activities, revenues, and expenses.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Manages the district external audit process.

Prepares audit schedules, financial statements and related Comprehensive Annual Financial Report.

Develops and/or recommends internal controls for all district functions.

Manages the planning, forecasting, and variance analysis processes for budget planning, including identifying and communicating risks and opportunities.

Manages activity fund processes, procedures and training.

Oversees activity fund audits at campuses as needed.

Conducts extensive managerial financial accounting analyses on a variety of functions.

Provides oversight to the district's balanced scorecard activities.

Provides decision support and forward looking strategic and operational planning.

Conducts cost benefits analysis on a variety of programs.

Collaborates with the relevant teams to evaluate options, taking into account schedule and resource constraints.

Sets, tracks, analyzes, and communicates the business goals for projects and strategic initiatives.

Presents monthly business reviews covering financial and non-financial metrics, including performance against stated objectives.

Evaluates results of completed projects.

Works with others on ad hoc analysis projects.

Identifies, sizes, and prioritizes opportunities according to revenue and/or operating profit potential; makes recommendations relating to key projects.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Provides oversight to accounting and budgetary services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for

hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Business Administration or Accounting. Master's degree, required, and three to five years job-related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified Public Accountant preferred. Certified School Business Official issued by the Texas Association of School Business Officials, and/or Certified Government Financial Manager issued by the Association of Government Accountants, preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from vendors, regulatory agencies, or members of the community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to members of the board of trustees, administrators, principals, staff, and general public.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES

Must be familiar with GASB Pronouncements and Concepts Statements. Must be proficient in business applications such as Microsoft Office.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide, statewide, and out-of-state travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Revised Date: May 7, 2019

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills perception, and ability to adjust focus. Requires considerable close up work with computer video displays.