



JOB TITLE: DIRECTOR OF FINANCE Midlands STEM Charter

GENERAL STATEMENT OF JOB

Under limited supervision, plans, organizes, controls and directs all programs and activities of the Financial Services Division, including budget development, procurement, accounting, fixed asset accounting, cash and investment management, and financial reporting. Supervises and evaluates the work of subordinate staff, and performs related professional and administrative work as required. Work with the CFO with Federal funds reimbursement and budget planning. Reports to the CEO.

SPECIFIC DUTIES AND RESPONSIBILITIES ESSENTIAL JOB FUNCTIONS

Conducts annual audit coordination and presentation. Oversees financial arrangements for vendor relations including solicitations (RFP's, RFQs) and reviews vendor contracts for onerous conditions prior to execution. Plans, organizes, controls, and directs all programs and activities of the Financial Services Division, ensuring compliance with all applicable policies, procedures, laws and regulations. Supervises duties of assigned professional, supervisory and support staff; supervisory duties include instructing; assigning, reviewing and planning work of others; selecting new employees; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; recommending and approving employee discipline and recommending discharge as appropriate. Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed. Provides for adequate staff training and development opportunities. Participates in the development, implementation, and adherence to Midlands STEM Charter adopted financial and administrative policies; initiates goals, policies, and procedures related to all financial matters. Assists the CEO in interpreting the financial position of the Midlands STEM Charter to the Board of Trustees, Midlands STEM Charter staff and general public. Attends meetings of the Board of Trustees, and other departmental and/or staff meetings, as required and appropriate. Forecasts revenues and expenditures for budget preparation and managerial decision-making purposes; monitors revenues and expenditures to ensure adherence to budget allocations. Develops, monitors and controls the Midlands STEM Charter's annual budget; serves as a budget control officer for the Midlands STEM Charter. Supervises the collection, safekeeping, investment and distribution of all funds. Supervises payroll and purchasing functions. Oversees the management of fixed assets. Plans, coordinates and directs the installation of automated accounting systems and procedures.

PERFORMANCE INDICATORS Knowledge of Job: Has extensive knowledge of the methods, procedures and policies of the Midlands STEM Charter as they pertain to the performance of duties of the Director of Finance. Has considerable knowledge of the functions and interrelationships of the Midlands STEM Charter and other governmental agencies.

Physical Requirements: Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things. Interpersonal

Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to subordinates and co-workers. Includes the receiving of information and instructions from the supervisor. Language

Ability: Requires the ability to read a variety of financial, administrative and statistical documents and reports. Requires the ability to prepare various types of reports and documents with the proper format, punctuation, spelling and grammar, using all parts of speech. Has the ability to speak before an audience with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to deal with several abstract and concrete variables. Requires the ability to apply influence systems in managing a staff; to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently in a variety of technical and/or professional languages including finance, accounting, investment management, budgeting, etc.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to use mathematical formulas, to determine percentages and decimals and to determine time. Must be able to use advanced accounting mathematics and advanced applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change that supports achievement of goals and objectives.

Human Relations: Strives to develop and maintain excellent rapport with personnel under charge. Listens to and considers their suggestions and complaints, and responds appropriately. Establishes a work environment to promote and maintain mutual respect. Policy

Implementation: Has a clear and comprehensive understanding of policies regarding functions

under charge and the function of the organization. Adheres to policies in the discharge of duties and responsibilities, and ensures the same from personnel under charge. Policy

Formulation: Maintains awareness of changes in operating philosophies and policies, and routinely reviews policies to ensure any changes in philosophy or practice are appropriately incorporated into functions under charge. Recognizes and understands the relationship between operating policies and practices and morale and performance. Strives to ensure that established policies enhance the same.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of the same. Questions such as instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc.

Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit.

Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort.

Estimates expected time of completion of work elements and establishes a personal schedule accordingly.

Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Planning: Plans, coordinates and uses information effectively to enhance activities and production.

Knows and understands expectations regarding such activities and works to ensure such expectations are met.

Develops and formulates ways, means and timing to achieve established goals and objectives. Effectively and efficiently organizes, arranges and allocates manpower, financial and other designated resources to achieve such goals and objectives.

Organizing: Efficiently organizes own work and that of subordinate staff.

Staffing: Works with upper management, where appropriate, to select and recommend employment of qualified personnel. Personally directs the development and training of personnel under charge, ensuring their proper induction, orientation and training. Leading: Commends and rewards personnel under charge for outstanding performance, and takes timely and appropriate disciplinary action as necessary. Exercises enthusiasm in influencing and guiding others toward achievement of established goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits, and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of established standards, methods and procedures.

Delegating: Assigns duties as necessary and/or appropriate to meet goals, enhance abilities of personnel under charge, build their confidence and assist them in personal growth. Has confidence in personnel under charge to meet new or additional expectations.

Decision Making: Exercises discretion and judgment in developing and implementing courses of action affecting functions under charge.

Recognizes when a particular policy, procedure or strategy does not foster the desired result, and moves decisively and explicitly to develop and implement alternatives.

ESSENTIAL JOB FUNCTIONS

Prepares and completes annual universal notification of voluntary 403(b) employee program as required by IRC § 403(b)(12(A)(ii).

Maintains current information and enrollment forms as required.

Maintains file for all Midlands STEM Charter titled vehicles. Performs various bookkeeping duties, including but not limited to processing invoices, processing reimbursement requests, preparing expense reports, etc.

Receives and responds to inquiries, requests for assistance, concerns and complaints in areas of responsibility; gathers information for Freedom of Information Act requests as necessary.

Coordinates, supervises and performs technical accounting work in the preparation and processing of scheduled and unscheduled payrolls for the School Midlands STEM Charter.

Supervises duties of assigned technical support staff; supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; acting on employee problems.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Monitors and controls department workflow to ensure effective and efficient daily operations.

Establishes and implements guidelines, deadlines and procedures for the processing of Midlands STEM Charter payroll. Calculates salaries for new employees, terminating / retiring employees, salary changes for existing employees and Family Medical Leave wage estimates.

Balances, produces and distributes payroll checks and direct deposit notifications. Posts payroll to ledger. Produces and distributes W2 forms; files year-end wage reports with the Social Security Administration. Pays federal and state withholding taxes; creates, balances and files quarterly 941 and state withholding reports. Creates, balances and files monthly and quarterly Retirement System reports. Compiles data for and prepares various payroll / financial records and reports as required by the Midlands STEM Charter and other agencies. Performs a variety of routine-to-moderately complex or specialized duties, which include but are not limited to composing and/or preparing reports and correspondence, researching and compiling data, scheduling meetings and appointments, preparing meeting materials, maintaining computer record-keeping operations, establishing and maintaining filing systems, making travel and conference arrangements, etc. Participates, as needed, in the process of the use of Midlands STEM Charter facilities by external organizations. Fields, researches, responds and submits in

regards to: property and casualty insurance claims, liability claims to include assisting with gathering/submitting of information and documentation required by insurance carrier, filing and follow up on claims; processes requests for Midlands STEM Charter Certificates of Liability; gathers information and prepares/processes annual renewals of WC and Property & Liability Insurances. Coordinates annual renewal of student accident insurance; fields, researches and responds in regards to student accidents/injuries, communicates and assists parents and vendors with claims processing and resolution. Coordinates the disposal of Midlands STEM Charter-wide records with schools /Midlands STEM Charter offices through the S.C. Department of Archives. Develops and/or maintains various records, reports and/or spreadsheets using a variety of applications and word processing software. Orders and maintains inventory of office supplies and equipment; coordinates equipment maintenance and repairs as needed. Assists in gathering and organizing information for budget preparation; Risky Business conference to earn enhancements Safety Grant Program, initiates and tracks spending for grant reimbursement submission; prepares conference summary and provides invoices for grant reimbursement, monitors grant accounts. Compilation and timely filing of South Carolina Secretary of State Public Charities Annual registration. Researches, compiles and presents financial and statistical data related to the finances of the Midlands STEM Charter. Supervises the preparation of all financial reports as required by state and federal agencies. Discussion and Analysis reports for the audit. Supervises the development and monitoring of the Midlands STEM Charter's internal control system. Administers the Midlands STEM Charter's property and casualty insurance programs. Coordinates the use of Midlands STEM Charter facilities by external groups or organizations. Receives and responds to inquiries, concerns and complaints regarding financial issues, policies and procedures and division services. Represents the Midlands STEM Charter at various meetings as appropriate. Prepares and/or processes budget request proposals, financial analyses, other financial and administrative reports, policies and procedures, performance evaluations, memos, correspondence, etc. Operates a variety of equipment such as a computer, printer, copier, calculator, telephone, etc.; uses clerical, copier, computer supplies. Interacts and communicates with various groups and individuals such as the CEO, subordinates, other Midlands STEM Charter administrators and staff, school administrators and staff, Board members, State Department of Education personnel, elected officials, various councils and committees, financial institutions, insurance company representatives, and the general public. Attends training, seminars and conferences, and conducts research to stay abreast of legislation and trends in public financial management.

MINIMUM TRAINING AND EXPERIENCE Requires a Bachelor's, preferred Master's degree in business administration, accounting, financial management or related field supplemented by 3 to 5 years of professional accounting / financial management experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.