

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Finance Compliance Manager  
**Department:** Finance  
**Reports to:** Director of Finance  
**Prepared Date:** October 22, 2015

**SUMMARY OF RESPONSIBILITIES**

Perform financial and operational compliance work involving examining, evaluating, measuring and auditing the effectiveness of accounting, and financial systems used to track and report district financial data.

**DUTIES AND RESPONSIBILITIES**

- Design and implement programs and internal control procedures to ensure that all district departments are in compliance with applicable financial legal requirements and district policies. Monitor procedures and information to ensure continued compliance.
- Collect and analyze information relating to the reliability and integrity of financial and operating systems of the District to ensure that established systems are in compliance with plans, policies, procedures and regulations. Monitor how district resources are being deployed and whether established goals and objectives are being carried out as planned.
- Lead projects designed to provide continuous improvement and enhancements to District financial processes and procedures.
- Assist Director of Finance in planning, coordinating and supervising independent audits; by directing the work and acting as the liaison with the independent audit firm, reviewing and discussing financial materials and audit process with District management, and reviewing corrective action plans.
- Prepare financial reviews of budgets, revenues and expenses.
- Monitor accounting processing and procedures to ensure high quality financial services and records.
- Supervise administrative staff, including hiring, performance appraisal, training and discipline.
- Confer with federal, state and local governmental officials on regulatory matters relating to finances and district operations as necessary.
- Duties for Federal and State categorical programs (excluding special education):
  - Assist with the budget development, preparation, and final reporting.
  - Supervise and coordinate the State Educational Record View and Submission system (SERVS) for reimbursement of federal funds.
  - Coordinate reporting for audit and information purposes.
  - Monitor and approves all purchase orders, vouchers, invoices and services rendered.
  - Develop and maintain staffing systems coordinating all staffing activity with Employee Services' Staffing Supervisor, and report all FTE increases, decreases and/or changes to Employee Services staff.
- Perform other tasks and assumes other responsibilities as directed by Director of Finance.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises Finance Data Analyst and Accountant in the Finance Department. Under the direction of the Finance Director has the responsibility for direction, coordination, evaluation and supervision of these employees in accordance with School District policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problem.

**EDUCATION and/or EXPERIENCE**

Bachelor's degree in accounting, business or related field and a minimum five years of school district experience is required.

Must have experience with Microsoft products, MDE data systems, UFARS and integrated finance systems.

**CERTIFICATES, LICENSES, REGISTRATIONS**

MASBO Certification Program completion desired.

**KNOWLEDGE, SKILLS & ABILITIES**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Knowledge of various software tools and resources used to collect, analyze and organize.

Ability to work independently assessing and analyzing data with the ability to draw conclusion, present findings and make recommendations.

Ability to work with a diverse workforce in a professional and collaborative manner to achieve common goals.

Competent to lead, guide and/or coordinate others in collaborative projects.

Skilled in verbal and written communication to/with a diverse audience.

Capability to work under limited supervision following standardized practices and/or methods.

Ability to maintain regular attendance, which includes completing an assigned day.