

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

**Title:** Director of Finance  
**Department:** Business Services  
**Reports to:** Chief Financial Officer  
**Prepared Date:** May 30, 2007

**SUMMARY OR RESPONSIBILITIES**

Assumes general administrative responsibility for the Accounting Department (accounts payable and cash receipts), District Budget Development, Treasury Management, Payroll Department, Warehouse and Purchasing, Fixed Asset Accounting, Long Term Debt Management and inter-school mail delivery functions.

**DUTIES AND RESPONSIBILITIES**

- Develops and implements policies and procedures relating to internal control and internal/external reporting of accounting and payroll transactions.
- Develops and implements purchasing policies and procedures.
- Responsible for federal, state and district reporting for accounting, AP/AR, and payroll activities.
- Prepares and submits all required federal, state, and district reports related to areas of responsibility.
- Develops the annual Revenue and Expenditure Budget for the district (All Funds).
- Prepares and presents financial reports to regulatory agencies and the School Board.
- Determines needs of the accounting, payroll, warehouse and purchasing departments and make recommendations to the Chief Financial Officer.
- Develops and implements Treasury management policies and procedures.
- Serves as liaison between district and TIES Financial Services.
- Assures compliance with federal and state laws and district policies with regard to employment, accounting, payroll, warehouse and purchasing.
- Provides the School Board and administrators with timely reviews of District's financial status and progress in its various programs and activities.
- Develops and implements policy and procedures for the accounting of fixed assets of the districts.
- Responsible for the creation of the district annual comprehensive financial report and all year-end financial statements of the district including the management of the district audit.
- Provides training and consultation to staff who perform accounts payable and accounting functions in the Transportation, Food Service, Building and Grounds, Community Education and Special Education Departments.
- Performs other duties as assigned by the Chief Financial Officer.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises the Purchasing Manager, Payroll Manager, and Accounting Manager. Provides leadership to accounting staff in other district departments; ensuring compliance with

Federal, State and District regulations. Indirectly supervises 20-30 clerical, accounting, payroll, warehouse and purchasing staff. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE**

Requires Bachelor's degree and 4 years related experience.

MBA or CPA desired