

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

**Title:** Director of Finance  
**Department:** Business Services  
**Reports to:** Chief Financial Officer  
**Prepared Date:** March 9, 2020

**SUMMARY OR RESPONSIBILITIES**

Assume 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, and Long Term Debt Management.

**DUTIES AND RESPONSIBILITIES**

- Develop and implement policies and procedures relating to internal control and internal/external reporting of accounting and payroll transactions.
- Develop and implement purchasing policies and procedures.
- Responsible for federal, state, and district reporting for accounting, AP/AR, and payroll activities.
- Prepare and submit all required federal, state, and district reports related to areas of responsibility.
- Develop, maintain, and monitor the annual Revenue and Expenditure Budget for the district (All Funds) under the direction of the Chief Financial Officer.
- Prepare and present financial reports to regulatory agencies and the School Board.
- Determine needs of the accounting, payroll, warehouse, and purchasing departments and make recommendations to the Chief Financial Officer.
- Develop and implement Treasury management policies and procedures.
- Serve as liaison between district and financial software provider.
- Assure compliance with federal and state laws and district policies with regard to employment, accounting, payroll, warehouse, and purchasing.
- Provide the School Board and administrators with timely reviews of District's financial status and progress in its various programs and activities.
- Develop and implement policy and procedures for the accounting of fixed assets of the district.
- 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.
- Provide 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, Finance Compliance 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.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

MBA, CPA, or Certified Administrator of School Finance and Operations preferred.

### **KNOWLEDGE, SKILLS & ABILITIES**

Ability to read, analyze, and interpret professional articles, financial reports, and legal documents.

Ability to define problems, collect data, establish facts, and draw valid conclusions, present findings and make recommendations.

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

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

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

Ability to effectively present information to administrators, teachers, other District staff, and the general public.

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

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

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to talk, hear, stand; walk; sit; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus. Work is often performed in buildings throughout the district. Ability to travel between buildings during the duty day is required.

### **WORK ENVIRONMENT**

Most work is performed in an office setting, in meeting rooms or classrooms, often in buildings throughout the district. Ability to travel between buildings during the duty day is required.

Ability to work into evening hours is often required.