

## **GORHAM SCHOOL DEPARTMENT**

**TITLE:** Finance Officer

**QUALIFICATIONS:**

1. Bachelor's degree in Business Administration, Public Administration, or Accounting
2. Successful experience as part of a management team
3. Such alternatives to the above qualifications as the School Committee may find appropriate and acceptable.

**REPORTS TO:** Superintendent of Schools

**JOB GOAL:** To administer the financial affairs of the district in a fiscally responsible manner and provide the best possible educational services with the financial resources available.

**RESPONSIBILITIES:**

1. Supervises the management of the financial affairs of the schools.
2. Supervises, and is responsible for, all operations of the Business Office
3. Assumes responsibility for budget development and long-range financial planning.
4. Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.
5. Assists the School Committee and Superintendent in financial matters when negotiating union and non-union contracts.
6. Supervises the collection, safekeeping, and distribution of all funds.
7. Manages the district's various insurance programs.
8. Administers a budget control system for the district.
9. Acts as advisor to the superintendent and administrators on questions relating to the financial affairs of the district.
10. Arranges for the internal auditing of school accounts.
11. Performs such other duties as may be assigned.

**WORK YEAR:** Twelve-month year. Salary and benefits to be established by the School Committee.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012