



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

<i>Position Title:</i>	Fiscal Control Director
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Chief Financial Officer/Treasurer

Position Summary: Senior financial administrator with outstanding technical, leadership and communication skills, including the fortitude to impose and maintain accounting and fiscal controls. Plans, develops, implements and administers effective procedures for the accounting and controls of the fiscal resources of the St. Louis Public Schools.

Essential Functions:

- Plans, organizes and maintains a system of general and subsidiary accounts for all financial transactions of the St. Louis Public Schools
- Provide direct supervision, training and evaluation of the staff in the financial accounting, accounts payable, internal auditing and fixed asset departments
- Oversees the preparation of the Comprehensive Annual Financial Report (CAFR)
- Oversees and prepares the schedules for the Annual Secretary of the Board Report (ASBR)
- Review all district financial reports submitted to local, state, and federal granting agencies
- Responsible for year-end closing activities
- Serve as liaison to external auditors
- Provide opportunities for professional development and cross-training for staff to enable timely and efficient support services to all district-wide operations
- Prepares monthly and periodic financial reports for presentation at Board meetings
- Ensures the maintenance of accounting records including supervising the posting and balancing of the district's ledgers; financial statements and other related reports
- Develops accounting policies and procedures; ensures adherence to generally accepted accounting practices and principles (GAAP), local and state fiscal regulations and policies and procedures of the State Education Department
- Supervises and participates in design and installation of new and revised accounting and auditing procedures, systems, and controls and coordinates such work with Technology Division
- Participates in the annual budget development process
- Performs other related work and assigned

Experience:

- A seasoned senior finance administrator with a minimum of 5 years of accounting in a public entity that has a minimum of \$300 million operating budget
- Licenses: Certificates required:
- CPA preferred



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Education:

- Requires a Master's Degree in accounting, business administration, finance or a related field

Knowledge, Skills and Abilities:

- Strong leadership, interpersonal and communication skills
- Strong quantitative and analytical skills
- Understanding of public school finance and related school law
- Must have solid knowledge of generally accepted accounting principles (GAAP)
- Ability to organize and prioritize work for accurate and timely completion
- Ability to establish and maintain effective working relationships
- Must be able to exercise considerable independent judgment and initiative in planning and directing a large fiscal operation
- Able to demonstrate personal integrity and financial expertise to ensure the security and integrity of the District's financial records
- Ability to negotiate, on behalf of the District, with outside parties
- Strong skills in presenting and interacting with the media, executives, Board members and other officials

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.



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Review/Approvals:

Employee

Date

Immediate Supervisor

Date

Human Resources

Date

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.