



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

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<b>Position Title:</b>	Finance Director
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job 3:</b>	8990
<b>Reports to:</b>	Chief Financial Officer
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

This position will supervise all budget and grant personnel and related responsibilities. Acts as senior advisor to the District leadership on budget, grants and reporting matters and ensures compliance to all statutory and regulatory provisions, completes grant reporting to outside agencies and serves as lead contact for the yearly Single Audit process.

**Essential Functions:**

- Monitors all expenditures and provides periodic status reports, exception reports, notice of budget and grant allocation changes and expenditure allocations
- Communicates with local, state, and federal agencies to ensure district fiscal compliance in all grant activities
- Hires, supervises, and trains department personnel
- Prepares revenue estimates to be used in the budget development process, monitors these projections and provides periodic status reports
- Ensures timely reporting to all monitoring agencies (ex. Final Expenditure Reports (FER), Payment Requests, etc.)
- Serves as Lead Point of contact for District, State, and Federal Auditors regarding applicable audit and monitoring (ex. Schedule of Expenditures of Federal Awards, Maintenance of Fiscal Effort, etc.)
- Evaluates the district budget practices and procedures and provides interpretation and reports for the Superintendent, Board, and public and district personnel upon request
- Evaluates programs and proposed legislation to ascertain the economic impact the program or legislation could have on the District
- Assists Fiscal Control Office with the facilitation of all month end and year end closing activities
- Coordinates budgetary activities of the grant accountants assigned to cabinet level reporting areas
- Participates in the development and management of contracts with external vendors to ensure compliance with all applicable regulations, in addition to district policies, procedures and practices
- Manages the Non-Public program that includes conducting Non-Public Consultations meeting, and serves as the liaison between Non-Public Schools, SLPS, and the Third Party Contractors
- Performs Special Assignments as directed by the Chief Financial Officer

**Knowledge, Skills, and Abilities:**

- Experience in budgeting for a school district and a working knowledge of Missouri's School Funding and State statues preferred
- Knowledge of relevant federal and state laws and regulations



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- Proficient in Microsoft Office Software
- Considerable experience in Finance, Payroll, Human Resources, and ERP applications and Implementation

**Experience:**

- Five years of successful relevant work experience in administration and implementation of district budgeting

**Education:**

- Master’s Degree with emphasis in Business, Finance, Education or a related field (preferred)

**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.**

**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.***



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