

Pittsfield School District

Job Description – Financial Manager

Title: Financial Manager

Purpose: Performs a wide variety of highly responsible professional, financial, technical, and administrative duties in the SAU office and provides assistance to the Superintendent. Performs all other related work as required.

Minimum Qualifications:

1. Education, Training, and Experience: Bachelor’s Degree in Accounting, Business Administration, or related field; five years’ experience in a school or municipal setting; or any equivalent combination of education and experience.
2. Knowledge, Ability, and Skill:
 - A. Knowledge: Thorough knowledge of the principles and practices of business administration, accounting, office procedures, practices, and terminology. Knowledge of policies and procedures of the district. Knowledge of the operation of computer software applications.
 - B. Ability: Ability to establish and maintain working relationships with organizations, departments, and officials. Ability of leadership, independent judgment, initiative, and decision-making. Ability to plan, implement, and evaluate effective services, strategies, facilities, and staff. Ability to communicate effectively. Ability to operate standard office equipment.
 - C. Skill: Excellent planning and organizational skills. Excellent written and verbal communication skills. Highly proficient skill in the use of Microsoft Office, excel spreadsheets, and Fund Accounting software; budgetary skills; interpersonal and problem-solving skills.

3. Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to school employees and the public; regularly move about inside the office to access file cabinets and office machinery; and traverse stairs. The employee must occasionally lift and/or move objects weighing up to 30 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens for extended periods of time. Vision and hearing at or correctable to normal ranges.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Maintains the Profund Accounting System for the school district. Monitors, updates, and audits trial balance, revenue, and expense accounts. Supervises and trains Administrative Assistants and Secretaries in Profund accounting and Quicken software for school activity accounting programs. Reviews and audits Activity Accounts monthly.
2. Prepares payroll which involves calculating employee deductions and wages and updates the accounting system with information. Reviews and transcribes timecard information to the system. Prints payroll checks and reports and disseminates. Transfers taxes and direct deposits to banks through web-based software. Submits payroll reports to the New Hampshire Retirement System, the Internal Revenue Service, and to other agencies as may be necessary.
3. Prepares Accounts Payable which includes the review and approval of purchase orders and invoices submitted from schools. Information is entered into the system and checks are printed and mailed out with invoices. Additionally, encumbrance purchase orders are also processed as needed.
4. Responsible for managing the financial grant reporting. Enters financial information into the state online grant system for grant approval. Calculates payroll and benefit information for grant managers. Inputs accounts and budgets into the software system; prints and reconciles grants monthly and files invoices. Enters expenses monthly into the state grant reporting system online for reimbursement of expenses. Monitors grants throughout the year and makes changes as necessary.
5. Responsible for the employee benefits and insurance coverages. Reviews and completes employee's employment forms and answers questions concerning benefits and plans. Submits forms to insurance companies and state retirement system. Meets or corresponds with employees and past employees concerning benefits. Processes and follows up with claims for worker's compensation, unemployment compensation and property and liability insurances.
6. Submits Food Service reports to the New Hampshire Department of Nutrition. Completes yearly application for the Food Service Program and the Fresh Fruit and Vegetable Program. Keeps lists updated of students with approval for Free or Reduce Meals for reporting. Assists the SAU Administrative Assistant with the verification on free and reduced applications and with audits performed by the state annually.
7. Files application with USAC to receive E-Rate funds for telephone and internet service. Submits monthly details of expenditures for reimbursement of percentage of expenses. Maintains records for audit.
8. Calculates and uploads forms MS-27 (proposed budget), MS-22 (Voted budget), MS-24 (projected revenue to set tax rate), MS-25 (year- end report of trial balance, revenues, expenditure and other information requested by the State of New Hampshire Department of Education and the Department of Revenue Administration).
9. Prepares invoicing for tuition and homeless transportation. Receives and prepares deposits when funds received from the state and other sources and enters data into the software system.
10. Reviews and inputs budget amounts from Administrators. Calculates salaries, benefits, and other contracted items and inputs into the budget module of the software system. Makes any changes as necessary while it is reviewed by Administration and the Board. Monitors approved budget throughout the year. Calculates projected revenue and estimate tax impact.

11. Prepares requested forms and reports for the auditor and participates in the end of year review and adjustments to the Trial Balance, Revenue, and Expenditures. Corresponds with auditor to answer any questions.
12. Formulates cash flow for the Town checks. Keeps records of deposits and manifests for the current cash on hand. Verifies with the School Treasurer monthly, and instructs Treasurer to make transfers between accounts as necessary.
13. Attends negotiation meetings when union is in negotiations. Calculates all proposed requests for both the Board and the Union for review. Calculates final approved negotiated amount and estimates tax rate change.
14. Attends conferences and workshops to keep up to date on continuing changes in all aspects of the job such as IRS reporting, grants, accounting software, food service, and state reporting.
15. Performs similar or related work as required, directed, or as situation dictates.

Supervision:

1. Supervision Scope: Performs varied and responsible duties of a diverse nature, from routine to complex, requiring a high degree of motivation and initiative, use of independent judgment in decision making and thorough knowledge of district operations to complete tasks at hand, and to analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.
2. Supervision Received: Works independently and sets own daily work plan; exercises independent judgment on day-to-day matters; only unusual situations are referred to the Superintendent.
3. Supervision Given: None.

Work Environment:

1. Work is performed in an office environment. Majority of work is performed in a moderately quiet work environment.
2. Operate computer, printer, scanner, telephone, copier, facsimile machine, and all other standard office equipment.
3. Make frequent contact with school district personnel, vendors, New Hampshire Retirement System, Department of Education, and benefit providers. Contact requires a high degree of tact and confidentiality. Contact is in person, telephone, or email.
4. Employee has access to highly sensitive and confidential information to include employee information and legal files.
5. Errors could result in delay or loss of service, and possible financial and/or legal ramifications.

Terms of Employment: As established by the Pittsfield School Board.

Performance Evaluation: Probationary period and annual performance evaluation as established by the Pittsfield School Board.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: November 7, 2019