



# Poudre School District

HUMAN RESOURCES DEPARTMENT

## JOB DESCRIPTION

Job Title: **Assistant Director Finance**  
Job Family: **Administrative**  
Prepared/Revised Date: **September 10, 2024**

FLSA Status: **Exempt**  
Pay Range: **Schedule A/P-Grade M**  
Job Code: **34224**  
Days: **260**

**SUMMARY:** Under the direction of the Executive Director of Finance, the Assistant Director of Finance directly oversees activities of the grants administration team and the customer support/project coordinator and assists in overseeing the activities of accounts payable and receivable, school and department support, financial reporting, and business systems support teams within the Finance Department. The Assistant Director ensures compliance with legal mandates, IRS regulations, Board policies, Superintendent policies, District policies, administrative guidelines, grantor agency regulations, and state and federal agency regulations for fiscal-related activities and financial transactions in each of these areas. In addition to working with internal Finance Department staff, the Assistant Director routinely interacts with and directs Finance Department manager interactions with cabinet-level and other District administrators.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
1. Supervise, direct, coordinate the work of, and provide day-to-day technical support for assigned Finance Department staff.
2. Analyze internal controls and the operational effectiveness of the financial management system and other systems utilized by the Finance Department; make recommendations and participate in process-improvement work necessary to ensure the integrity of financial data.
3. Serve as a liaison between District administrators and the Finance Department to (1) guide administrators in financial decision-making with consideration of internal controls, proper accounting treatment, and compliance with laws, policies, and guidelines and (2) understand the unique needs of the different schools and departments; recommend the implementation of process and documentation improvement projects to better serve those needs.
4. Directly oversee department-wide customer support and project management.
5. Ensure department-wide consistency in the delivery of financial training and technical assistance to appropriate school and department staff and that financial data originating from schools and departments is monitored and analyzed to ensure transactions are properly recorded and comply with applicable laws, policies, and guidelines. Ensure corrective action such as providing additional training, updating resources, meeting with school and department leaders, etc. is provided as needed.
6. Assist with overseeing the management of accounts payable and accounts receivable operations to ensure compliance with applicable laws, policies, guidelines, accounting best practices, and that appropriate customer service and supplier relations are maintained.
7. Directly oversee the management of grants administration to ensure schools and departments are provided with the appropriate tools, support, and technical assistance needed to seek out and secure grant opportunities as they align with District Ends. Ensure compliance with fiscal reporting requirements, all local, state, and federal statutes, rules, policies, regulations, and administrative requirements, as well as District policies, administrative guidelines, and procedures as they pertain to grants.



8. Assist with overseeing the management of financial reporting in the areas of daily banking activity, accounts payable and receivable reconciliations, systems reconciliations, and governmental fund accounting activities. Ensure timely and accurate preparation of financial statement reports, including the District's Annual Comprehensive Financial Report. Ensure compliance with the District's external audit requirements as defined by the Colorado General Assembly's Office of the State Auditor.
9. Assist with overseeing the management of the business systems support team to ensure Finance Department staff and other District staff who utilize the ERP system receive support, guidance, and training in the applicable modules of the system. Support the team in project management and collaboration with teams within and outside the Finance Department. Help ensure the team stays abreast of new and emerging technology, system updates, and professional development opportunities.
10. Maintain current knowledge of pronouncements, regulations, and best practices from the Colorado Department of Education (CDE), Office of Management and Budget (OMB), Governmental Accounting Standards Board (GASB), Governmental Finance Officers Association (GFOA), Association of School Business Officials (ASBO), National Grants Management Association (NGMA), and other local, state, and federal authoritative bodies.
11. Assist with end-of-month and end-of year closing, financial statement preparation, and audit processes.
12. Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in accounting or related field; master's degree preferred
- More than five years of administrative experience in the management of an integrated financial management accounting system, management and analysis of administrative practices and operating procedures preferred
- A minimum of 2 years' experience supervising financial staff required
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Certified Public Accountant (CPA) certification preferred
- Certified Governmental Financial Manager (CGFM) preferred
- Certified School Finance Officer (SFO) preferred

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Specialized knowledge of GASB pronouncements, rules, and regulations as well as GFOA and ASBO best practices
- Specialized skills in management; auditing systems and internal controls and CAFR preparation
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and



department procedures

- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office
- Operating knowledge of and experience with typical office equipment, such as telephones, copiers, fax machines, 10-key calculators, E-mail, etc.
- Operating knowledge of integrated financial management systems; Business Plus preferred

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Executive Director of Finance	
<b>Direct reports:</b>	Grants Administration Manager	
	Senior Accountants	2-3
	Accountant	1
	Finance Specialists	1

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk		x		
Sit				x
Use hands to finger, handle, or feel				x
Reach with hands and arms	x			
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	