

Middletown, CT Job Description

Classification Title	Manager of Financial Operations
Job Code	
Department	Board of Education
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to manage Accounting, Purchasing, Payroll and Insurance functions of the Board of Education. ~~the daily coordination of the Middletown Board of Education Business Office and to oversee the Board of Education expenditures district-wide. Assist in the development of the Board of Education's annual budget. Monitor all State and Federal grants for the Board of Education. This work is performed under the direction of the Superintendent of Schools.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Assists the Superintendent with all financial reporting. Assists in the preparation of the Board of Education budget. Prepares the annual Board of Education budget. Manages financial aspects of Board's Business Office. Oversees daily expenditures/revenues of general fund budget, grant/receipt budgets and café budget.~~
- ~~Maintains all accounting records; maintains files databases, spreadsheets, ledgers, journals and other documents. Maintains all expenditure reports.~~
- ~~Oversight of the Board of Education Budget, including all City allocations, grants, donations, enrichment programs, Adult Education Center funding and cafeteria services' revenues. Performs purchasing function for the Board. Authorizes encumbrances and signs purchase orders. Signs contracts with vendors as needed.~~
- ~~Implements approved budget, directs and controls all expenditures, receives and processes all purchase orders, ensures fiscal compliance with Special Revenue funds and all state, federal and local ordinances and laws. Administers the 403b and 457 Deferred Compensation Plans. Administers Board's comprehensive insurance programs.~~
- ~~Collaborates with the Special Education Department and Grants Coordinator to maintain accurate accounting for grants and other donation accounts; establishes new funds and accounts, as needed.~~

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- Prepares ~~statistical and narrative a variety of~~ reports for federal, state and local agencies, Administration, Auditors, elected Board members and City leaders. Coordinates fiscal year end closing. Coordinates efforts of external auditors in review of the financial affairs of the Board. Prepares comprehensive annual year-end financial report.
- ~~, documents and correspondence; prepares administrative financial reports, signs contracts. Prepares year-end reports for the State of Connecticut, outside auditors; prepares revenue and expenditure projection reports.~~
- ~~Supervises and coordinates Business Office staff; Manages Accounting Division personnel~~ including accounts payable/receivable, ~~ing,~~ payroll and insurance. ~~;~~ purchasing/procurement. Assists in ~~s~~Selecting new employees. ~~;~~ pProvides instruction and training. ~~;~~ pPlans, coordinates, assigns and reviews work. ~~;~~ mMaintains office standards and evaluates performance. Assists in personnel actions.
- ~~Manages Accounting Division operations. Recommends data processing applications for accounting functions. Approves line item transfers. Manages office activities involved in maintaining accounts and financial records. Supervises student activity accounts.~~
- ~~—~~
- Provides technical assistance and support to all Board of Education divisions, administrators, directors, teachers, vendors, parents and the public. ~~;~~ pPrepares financial data for all divisions. ~~;~~ aActs as fiscal agent for outside agencies.
- ~~Administers the 403B and 457 Deferred Compensation Plans for the Board of Education. Approves all loan, transfers, withdrawals and hardship requests under the deferred compensation plan.~~
- ~~Acts as liaison for the outside auditors; coordinates fiscal year opening and closing.~~
- ~~Examines and adjusts all activity and Scholarship Activity accounts.~~
- Attends Board of Education Budget and Board meetings, ~~and sub-committee meetings as required.~~
- Perform other related duties as assigned.

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MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's Degree in ~~Accounting~~ Accounting and at least or closely related field with four years of progressively responsible accounting/supervisory experience. ~~or an Associates Degree in Accounting or closely related field with six years of progressively responsible accounting/supervisory experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

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PREFERRED QUALIFICATIONS

None.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform high-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- ~~Requires the ability to provide first line coordination. Ability to persuade, convince and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.~~Knowledge of accounting practices and procedures.
- ~~Requires the a~~Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as budgets, purchase orders, grants, fiscal summaries, audit reports, lists, projects, manuals, statements, journals, ledgers, procedures and non-routine correspondence.
- ~~Requires the ability to communicate orally and writing with the Superintendent, Associate and Assistant Superintendents and all Business Office staff, Board of Education members, teachers, administrators, City Directors, vendors, parents and the public.~~Knowledge of budget forecasting
- ~~Requires the ability to perform high level addition, subtraction, multiplication and division; calculate percentages and decimals along with the ability to perform mathematical operations with fractions and to utilize statistics.~~Knowledge of rules and regulations concerning record keeping and student activity accounts

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- Knowledge of rules and regulations governing 403b and 457 deferred compensation plans
- Knowledge of rules and regulations that affect insurance
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in Training, orienting, and managing personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Work with mathematical concepts such as probability and statistical inference
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors

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- ~~Ability to M~~meet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~reason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to M~~ake varied arithmetic computations rapidly and accurately
- ~~Ability to E~~establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~atisfy/ies the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary

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if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	03/09/15
Dates revised	