

Savannah Exploratory Charter Academy
Director of Finance
Job Description

Performance will be evaluated on the ability and effectiveness in carrying out the responsibilities by the SECA Board of Directors and School Leadership Including, but not limited to, Chief Academic Officer and Chief Operating Officer.

Essential Responsibilities:

- Analyzes school budget and provides recommendations to the board
- Provides reports and statements as requested by the board and interfaces with the finance committee
- Keeps an accurate record of all receipts and disbursements
- Keeps accurate records and receipts for the funds allotted to the school for the purchase of supplies, equipment, etc.
- Maintains a complete bookkeeping system for the school and all extra-curricular activities/sporting events
- Maintains files for all purchases that require competitive procurement
- Assists with keeping administration/ staff advised of balances and deadlines for all orders and expenditures
- Keeps separate records for funds allocated to each department/account and records purchases made against each account
- Prepares general correspondences, memorandums, reports, purchase orders, and other materials from rough draft, copy, marginal notes, or verbal instruction
- Records, codes, and files all purchase orders
- Maintains files for vendor invoices and purchase order approvals
- Checks and reviews a variety of data for accuracy, completeness, and conformance to established standards and procedures
- Collects and prepares expenditure data at the end of each month for records and reports
- Maintains records and generates appropriate reports
- Accumulates all bills, making copies of the same for reimbursement from the appropriate agency
- Prepares requisitions for funds as required by the School Board
- Ensures all financial statements, reports, and materials are calculated and presented accurately.
- Requisitions supplies and materials for office and administrative needs
- Maintains financial transactions of office funds
- Maintains and respects confidentiality of student and office related information
- Attends in-service training to improve skills and knowledge of office work
- Maintains accurate/updated school inventory and prepares end of year report
- Picks up and drops off deposit bags from the bank, as needed
- Attempts to collect bad debts due to the school; writes receipts for all transactions and maintains accurate records on debts collected
- Complies with and supports school and division regulations and policies
- Models nondiscriminatory practices in all activities
- Performs related tasks as assigned by the supervisor in accordance with the school/policies and practices.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required