

MID-OHIO EDUCATIONAL SERVICE CENTER

JOB DESCRIPTION

Date:	11/15/2023
Title:	Executive Director of Finance
Reports To:	Treasurer
Employment Status:	Full-time
MOESC Pay Schedule:	Determined by the Board of Governors
Days:	260 days
FLSA:	Exempt

QUALIFICATIONS

- State of Ohio Treasurer's License, or the willingness to obtain an Ohio School Treasurer's License which would require the following:
 - A baccalaureate degree in business, plus a three-semester hour course in school law and a three-semester hour course in school finance, OR
 - A baccalaureate degree in a non-business area, plus three semester hours in accounting, and
 - Six additional semester hours in accounting, business, or finance-related coursework (such as economics, statistics, information systems and operations management), and
 - A three-semester hour course in school law and a three-semester hour course in school finance
- Minimum five years related experience in either the public or private sector
- Successfully pass BCI/FBI background checks
- Microsoft Excel experience, preferred
- Experience with State Software and SC View, preferred

GENERAL DESCRIPTION

The Executive Director of Finance serves in a support role to the CFO/Treasurer. Responsible for administering fiscal oversight by leading and managing all financial accounting programs and systems and providing strategic guidance of the Mid-Ohio Educational Service Center (MOESC). This role is also responsible for the compliance with all applicable laws, policies/procedures, and contract terms as required. To perform these roles and responsibilities, the Executive Director of Finance must execute

their duties with the utmost conscientiousness, collaboration, and ethical behavior. The Executive Director of Finance shall exhibit the characteristics of effective leadership through collaboration and lead by demonstrating and nurturing high levels of trust based on their competence, integrity, ethics, and knowledge.

ESSENTIAL FUNCTIONS

Serve as Executive Director of Finance for all MOESC funds in support of the CFO/Treasurer and is responsible for the following as designated by the CFO/Treasurer:

- Supervise the collection, safekeeping, and distribution of all funds
- Receive all moneys belonging to the organization
- Pay out moneys on written order of designated official(s) of the Board
- Responsible for the preparation of warrants, recording of all disbursements and maintaining accurate records of all disbursement of funds
- Prepare and analyze all financial statements
- Prepare and submit a monthly financial accounting (as the Board may request or require) of all MOESC funds (assets)
- Furnish appropriate fiscal certificates as required by Ohio law
- Direct and manage all financial accounting programs and systems
- Set up and maintain an accounting system including the establishment and supervision of internal accounting controls (including data processing) adequate to record in detail all financial transactions
- Responsible for the maintenance of a complete and systematic set of financial records in accordance with state statutes and procedures prescribed by the auditor of state of all financial transactions
- Function as general accountant of the Board and preserve all accounts, vouchers and contracts relating to the MOESC; account for the receipt and disbursement of cash and provide for the safety of records maintained for the maximum period specified by Ohio law and/or Board policy
- Responsible for the efficient operation of the payroll function to insure proper records and timely disbursement of the payroll.
- He/she maintains official records of sick leave and of other types of employee absence records
- Assist with budget development and long-range planning
- Collaborates with the Superintendent in the projection of revenue and expenditures in preparing and implementing the appropriation resolution (budget) and spending plan of the Board
- Function as secretary of the Board and attend all meetings of the Board (unless properly excused by the Board)
- Record Board proceedings in the minutes and attest president's signature after Board approval; open, read and enter all bids in the minutes
- Execute conveyances of the Board
- Serve as a member of MOESCs records commission (together with the Superintendent, Board President, and any other applicable Administrator)

- Make contacts with the public with tact and diplomacy
- Maintain respect at all times for confidential information, e.g., personnel information and payroll records
- Interact in a positive manner with staff, students and parents
- Promote good public relations
- Attend meetings and in-services as required
- Any other duties as assigned

PERSONAL QUALITIES

- Possesses a high degree of professional and ethical standards
- Acknowledges personal accountability for decisions and conduct
- Demonstrates strong attention to detail
- Demonstrates professionalism and contributes to a positive work environment
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills
- Maintains an acceptable attendance record and is punctual
- Organizes tasks and manages time effectively
- Meets deadlines despite time constraints
- Uses diplomacy and exercises self-control when dealing with other individuals
- Wears work attire appropriate for the position
- Accepts responsibility
- Exhibits a positive outlook
- Takes initiative
- Exhibits a service mentality and is responsive to internal and external client requests for service
- Participates in professional development that relates to the position
- Operates standard office equipment including computers, word processing, spreadsheets and communication software

WORKING CONDITIONS

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.

- Adjust work hours necessary to complete duties
- Occasional exposure to blood, bodily fluids, and tissue
- Reliable transportation
- Occasional interaction among unruly students/adults, including the need to intervene physically in crisis prevention
- Physical abilities include standing, walking, sitting for extended periods, operating a computer, talking/hearing, near and far visual acuity/depth

perception/color vision/field of vision required and occasionally to reach with hands and arms

EVALUATION

The Treasurer will evaluate performance of this job according to Mid-Ohio ESC board policy.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) 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 by the supervisor, appointing authority, or designee. Reasonable accommodations made upon request.

Employee Signature

Date Received