Winston-Salem/Forsyth County School District
Generic: School Finance Manager (27)

JOB POSTING

Job Details

Title
Generic: School Finance Manager

Posting ID
27

Description
This is a generic posting for all levels of the School Finance Manager position. The purpose of this position is to provide administrative assistance for school facilities and maintain an accurate accounting of the daily financial activities of the school by utilizing accounting practices established by the Finance Department. A person holding this position will also be expected to assist the building principal in activities that promote the efficient operation of the school building.

After you submit your resume and application and are initially screened, you will be scheduled for an Assessment of relevant computer/bookkeeping proficiency skills. Once you pass this Assessment, you will then become part of the Qualified School Finance Manager Candidate pool. Once in this pool, when a position is posted, if you apply, you will be eligible to be considered for the position.

FUNCTIONAL PURPOSE:
The purpose of this position is to provide administrative assistance for the principal to promote the efficient operation of a school and to maintain an accurate accounting of the daily financial activities of the school by utilizing accounting practices established by the Finance Department.

DUTIES AND RESPONSIBILITIES:

ESSENTIAL DUTIES

- Maintains financial records for the school by recording and depositing funds received, writing checks, issuing receipts, and reconciling bank accounts.
- Inputs employee payroll data that may include, but is not limited to FMLA requests and documentation, employee absences for illness or personal reasons, substitute pay, extra duty activities, and other events that relate to employee pay.
- Maintains data that may include, but is not limited to substitute coverage, information related to employee personal leave, sick leave, FMLA time, time sheets, tutoring hours, mentoring logs, benefits, etc.
- Greets visitors or callers and handles their inquiries or directs them to the appropriate person according to their needs.
- Creates, maintains, and enters information into databases using Excel, Access, Google Sheets, or other database system.
- Manages the workflow of other clerical positions in the school.
- Operates office equipment, such as fax machines, copiers, or phone systems and arranges for repairs when equipment malfunctions.
- Develops, and manages paper or electronic filing systems, recording information, updating paperwork, or maintaining documents such as attendance records, correspondence, or other material.
- Operates electronic mail systems and coordinates the flow of information, using Outlook.
- Schedules and confirms appointments for school leadership using Outlook.
- Schedules in person or virtual meetings using Teams Meeting or another approved virtual platform. Manage meeting room sites for in person meetings.
- Composes, types, and distributes meeting notes, routine correspondence, or reports, such as presentations (using PowerPoint) or expense, statistical, or monthly reports (using Excel and/or Word).
- Compiles and submits information for school supply purchase orders.
- Maintains school calendar of events.
- Assists in preparing and coordinating activities related to school special events, fund raisers, or initiatives intended to support the school and students.
- Assists with monitoring and approving computer information systems requests for work orders and substitute teachers.
- Serves as substitute coordinator for the school by ensuring all teacher substitute requests have been filled and completes proper documentation of substitute teachers upon their
• Provides minor personal care for students that includes but is not limited to cleaning and covering small abrasions or cuts; administering over the counter medicine according to parental direction and district policy, attempts to locate replacement clothing for students, taking student temperature, contacting parents when students need additional medical care or need to be checked out due to illness or injury.
• Performs related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

• Knowledge of administrative and clerical procedures and systems such as Word, Excel, PowerPoint, Google Drive, managing records, designing forms, and other office procedures and terminology.
• Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
• Knowledge of the principals and processes for providing excellent customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
• Knowledge of accounting principles and practices, financial math, banking, and the reporting of financial data.
• Knowledge of Family Educational Rights Privacy Act (FERPA) regulations and how they may apply to sharing student information with various stakeholders who may be requesting information.
• Knowledge of district policies and procedures related to general employment and specific payroll policies and procedures, as well as policies concerning students.
• Ability to communicate clearly orally, as well as in written and electronic forms.
• Ability to use a computer and other electronic devices for the purpose of communication, budgeting, data recording, location of information, scheduling and monitoring of both in person and virtual meetings, send and receive emails, manage data in Google drive, and Canvas.
• Ability to manage multiple projects and processes with a high degree of accuracy.
• Ability to demonstrate patience and compassion when dealing with students and their personal, and educational needs.
• Ability to accurately process data for inventory, accounting, billing, and payroll.
• Ability to organize and maintain important documents and files related to employee personnel both electronically and physically to allow for efficient retrieval.
• Ability to type accurately. Must be proficient with computer software, including MS Office (Word, Excel, PowerPoint, Outlook) as well as Google drive, Canvas, Teams Meeting, and any other software program used by the school/district. School/Education based computer programs a plus. Ability to use a copier and duplicator. Data entry including 10-key a plus.
• Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
• Ability to manage one’s time and the time of those whose work you assign.
• Ability to understand speech at normal office levels, outdoors, and on the telephone assisted or unassisted by hearing devises.
• Ability to see and read, with or without visual aids, written materials, computer screens and printouts.
• Skill in bookkeeping or balancing ledgers, reconciling accounts, and managing various types of financial transactions.
• Skill in financial math such as accurately determining appropriate tax rates, percentages, etc.

EDUCATION AND EXPERIENCE REQUIREMENTS:
Minimum: High School diploma/GED required.
Desirable: Associate’s degree in business, finance or another related field
Minimum: Two years of experience in a clerical position
Desirable: Six years of experience in an administrative assistant position with at least three years of bookkeeping or other financial work.

Pay Grades:
• Elementary School: Grade 61 Full-time 12 months Minimum Salary $2600 per month
• Middle School: Grade 62 Full-time 12 months Minimum Salary $2600 per month
**High School:** Grade 64 Full-time 12 months Minimum Salary $2779 per month

**PHYSICAL WORK DEMANDS:**

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In compliance with Federal Law, Winston-Salem/Forsyth County Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age, or disability.

**When applying, please make sure to include all prior experience in your application.**

**Please provide at least two references. One must be the current or most recent supervisor and the other a previous supervisor.**

**Shift Type**

- Full-Time

**Salary Range**

- Per Month

**Location**

- Human Resources

**Applications Accepted**

**Start Date**

- 09/02/2022