

ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES, AND THE ARTS

JOB DESCRIPTION

POSITION: Director of Finance

REPORTS TO: Director

CLASSIFICATION: Exempt

PURPOSE OF POSITION:

- To serve as campus administrator for the Finance, Maintenance, and Janitorial departments.
- Assume overall responsibility for all fiscal processes for the institution.
- To ensure compliance with requirements of Arkansas Department of Higher Education, University of Arkansas System Administration, Department of Finance & Administration, Legislative Audit, and other entities.
- To plan and coordinate efficient use of resources to assure adequate goods and services to fulfill the mission of ASMSA.
- To act as liaison with the UA System Finance Section to promote good relations and achieve efficient resolution of problems.

RESPONSIBILITIES AND PERFORMANCE STANDARD:

Duties include, but are not limited to:

- Overall responsibility for all fiscal processes including but not limited to accounts payable, purchasing, travel, cash management, business asset accounting and tracking, capital projects, banking, grants, annual budgets, and financial reports.
- Supervise Assistant Director of Finance, Purchasing/Travel Coordinator, Accounts Payable Specialist, and Facilities Manager.
- Serve as campus administrator for the Maintenance and Janitorial departments; work with managers and department supervisors to ensure continuous campus operations and campus planning for future projects.
- Establish policies and procedures to achieve efficient performance of accounting functions; stay up to date on Workday processes and implementations.
- Responsible for the coordination of the annual budget, including necessary budget adjustments throughout the year.
- Prepare personnel services, capital, and operating requests for ADHE for inclusion in the legislative package for General Assembly sessions.
- Submit annual budget and quarterly financial statement reports to the University of Arkansas Board of Trustees through UA System

Administration.

- Prepare fiscal reports for internal use, stakeholder engagement, and public advocacy.
- Oversee purchasing functions with support of UALR Purchasing including processing of sealed bids, obtaining formal quotes, requisition approval, receiving goods, and maintaining inventory.
- Coordinate contract renewals with input from the Director and appropriate campus officials.
- Supervise grant accounting and reporting.
- Supervise with the maintenance of all campus fixed assets records.
- Prepare end of period or end of year journal entries.
- Supervise the analysis/reconciliation of all balance sheet accounts and bank accounts monthly which includes the proper posting of general accounting and payroll transactions.
- Coordination of activities associated with the annual audit performed by Legislative Audit.
- Coordination of activities associated with UA System Internal Audits. Act as liaison with the City of Hot Springs Finance Director.
- Attend legislative hearings, Board of Visitors and other meetings as needed.
- Provide training and guidance to fellow employees with respect to finance systems and functions, including the use of the Workday system.
- Serve as backup for Human Resources/Payroll.
- Other duties as assigned.

POSITION QUALIFICATIONS:

- Master's degree in accounting, business, or related field
- A minimum of five years experience in related areas
- Two years experience in a supervisory role
- Advanced knowledge of the use of computers, particularly Microsoft Excel, to include Microsoft and Google products, and the ability to learn new software.
- Organizational and time management skills to coordinate multiple projects, tasks and deadlines on a regular basis.
- Ability to analyze financial information, apply critical thinking and problem solving strategies striving for greater business efficiencies.
- Strong interpersonal skills, able to create and maintain professional and cooperative work relationships within and outside of the school.
- Ability to supervise, coach, and manage employees effectively.
- Experience with Workday, higher education and state finance rules and regulations, and CPA certificate is preferred.