

Financial Administrator

At Twin Peaks, all employees and volunteers work together to fulfill the Twin Peaks Mission Statement. Metrics will be developed for this position based on the description below. This job description provides structure to the responsibilities and accountabilities for this position, however, Twin Peaks expects to employ professionals who are willing to work beyond job descriptions to create a fulfilling career environment and successful outcomes for our students. Values we hold high include: trustworthiness, honesty, diligence, open communication, fairness, and politeness, and we expect to see these values evidenced in our staff, parents and students.

Nature and Scope of Job

The Financial Administrator acts as a resource on all financial matters, providing guidance, assistance and support to Administrators and Board of Directors. The Financial Administrator is responsible for maintaining all financial records, financial transparency compliance, bond reporting compliance, coordinates and oversees the annual financial audit, and acts as the financial contact with SVVSD finance department. The Financial Administrator consults with Administrators in identifying and resolving financial matters, provide guidance on salary schedules and works in conjunction with the Director and Committees, as needed, in the creation of adopted and amended budgets. The Financial Administrator is also responsible for managing payroll, maintaining all payroll records, with oversight on Accounts Payable and Accounts Receivable activities. This is a 205 day, full-time position or as specified in the employment contract.

Qualifications

- BA/BS in Accounting, Finance or related field
- Experience in a school or education setting preferred
- Experience with governmental accounting preferred
- Strong organizational skills, attention to detail, and deadline driven
- Excellent written and oral communication skills
- Sensitivity to confidential information

Job Function and Responsibilities

This position is responsible for the completion of, and/or the oversight and delegation of the following, as appropriate:

- Demonstrates ability to work cooperatively and maintain professional working relations with all employees, parents, board members, and business associates in conducting business.
- Demonstrates leadership in guiding all business and financial interests of the school.
- Demonstrates the ability to understand, critically evaluate, streamline and manage budgetary and accounting processes effectively with the resources available.
- Develops the school's annual and supplementary budgets.
- Develops financial modules to support long-range planning efforts.
- Demonstrates accuracy, consistency and integrity in business and accounting processes
- Demonstrates tolerance for and manages frequent interruptions and ambiguous demands
- Demonstrates ability to problem solve and project adjustments in accounts and budgets.
- Demonstrates the ability to generate, organize and evaluate business and financial data related to the district and report data in multiple formats to a variety of public.
- Regularly informs the TPCA Director, Board of Directors, and Finance Committee regarding the solvency and financial health of the school.
- Serves as a member of the school's administrative team and Finance Committee.
- Assists in monitoring of rules, regulations and policies related to charter schools.
- Acts as general accountant to the Board and supervises the preparation of all accounts, vouchers and contracts related to the school.
- Ensures and maintains TPCA's compliance with Colorado's Transparency laws including: Financial Transparency Acts (FTA), TPCA's District contract, and other reporting as needed
- Responsible for preparation of reconciliation of all bank accounts.

- Prepares monthly financial reports to the Board of Directors.
- Responsible for management of payroll processes.
- Supervises processes and reporting related to mill levy and bond elections and makes appropriate recommendations to the TPCA Director and Board of Directors.
- Submits financial statements to Bond Trustee
- Responsible for preparation and tracking of deposits for all collected revenue.
- Attends Board of Director meetings, when requested.
- Tracks all revenue sources.
- Reconciliation of Building Corp and bond statements
- Reconciles payroll tax filings, PTO Leave, Bank/Vacation time
- Contracts, prepares for, and facilitates annual independent financial audit
- Prepares Fiscal Year End financial statements and submit such to SVVSD
- Prepares and files all necessary Tax documents including but not limited to W2s and 1099s
- Supports the strategic planning process
- Supervises the collection of fees due the school.
- Liaison between TPCA and SVVSD finance department
- Hires, trains, supervises and evaluates all personnel assigned to the Finance Department.
- Other duties as assigned.

Supervisory Responsibilities

This position has supervisory responsibilities as outlined in the TPCA Organizational Chart T-CC

Reporting Structure

This position reports to the supervisor as outlined in the TPCA Organizational Chart T-CC

Revised, 6/4/2015

Revised, 5/19/2014

Revised, 1/12/2006 changed from T-GCA-E-9 to T-GCA-R-7

Adopted, 6/17/2004