

## 2017-2018 BUSINESS OFFICE SENIOR LEADERSHIP TEAM – KEY RESPONSIBILITIES

POSITION:	CFO	Assistant Director of Finance	Accounting Supervisor	Procurement Manager	Financial Operations and Analysis Supervisor	Staff Accountant	Inventory Specialist	Administrative Assistant	Accounting Associate
NAME:	Richard Fazio	Mike DeAngelis	Alicia Krebs	Laurie Peiffer	Kristin Johnson	Joan Mitchell	Matt House	Cynthia Newlin	Tara Cotto
REPORTS TO:	Superintendent	CFO	Assistant Director of Finance	Accounting Supervisor	Assistant Director of Finance	Accounting Supervisor	Financial Operations and Analysis Supervisor	CFO	CFO
	<p>Budget Development</p> <p>Facilities Oversight</p> <p>Long range capital planning</p> <p>Negotiations</p> <p>District Treasurer</p> <p>Print shop/Mailroom</p> <p>Land Acquisition</p> <p>Transportation</p> <p>Cash Receipts / Deposits (PayFort)</p> <p>Federal, State and Local Tax reporting</p> <p>Investments</p> <p>Child Accounting</p> <p>Fixed Assets</p> <p>Grants – Federal/State/Local Reporting</p> <p>Participation Fees</p> <p>Accounts Payable</p> <p>Legal Expense Tracking</p> <p>1099 Reporting</p> <p>Financial Reporting and Audit</p> <p>Debt Financing</p>	<p>Establishes/maintains an effective accounting system and controls to provide accurate financial information and monitor district transactions and funds</p> <p>Develops and manages district-wide budget process, including capital plan</p> <p>Prepares an annual budget document for the Meritorious Budget Award (MBA)</p> <p>Oversees/prepares monthly/annual financial reports, including audited and state reports.</p> <p>Primary contact for external auditors</p> <p>Oversees/supervises/reviews business office staff and related functions: investment/cash management, purchasing, accounts payable, real estate taxes, and food service</p> <p>Consults with the payroll department on accounting and taxes</p> <p>Oversees payroll tax filings</p> <p>Performs financial analysis</p>	<p>Compiles data for all child accounting reports</p> <p>Creates and maintains position procedure outline to describe day to day duties of the position/ department</p> <p>Reconciles all invoices for tuition to ensure maximum state reimbursement</p> <p>Responsible for Charter School tuition payments, reconciliations and state reporting, including completing the PDE-363. Tracks all special education costs, including wards of state placed in residential facilities, by student to ensure maximum state funding, and assists in the budgeting process of these costs</p> <p>Tracks all federal and state grants</p> <p>Maintains Building Project spreadsheet to track all building construction costs for Plan-Con documentation and reporting</p> <p>Maintains the Capital Plan spreadsheet to</p>	<p>Oversee and coordinate District purchasing functions</p> <p>Training for efinance purchasing for current and new employees</p> <p>Maintain district open purchase order report</p> <p>Monitor closing of open purchase orders including order confirmation with vendors</p> <p>Act as primary liaison with vendors on purchasing issues</p> <p>Research vendor options to secure optimal price and quality for products and services</p> <p>Maintain communication with schools and departments on various issues, providing information for purchases and services needed</p> <p>Verify proper accounts on requisitions</p> <p>Assist with budget information and transfers as needed</p> <p>Assist with review and analysis of budget variances</p>	<p>Manages and analyzes the investment of all district funds in CD's, Money Markets, etc.</p> <p>Analyses cash-flow needs</p> <p>Manages all cash receipts</p> <p>Assists with preparing the District's annual budget</p> <p>Analyzes and reviews actual versus budget variances</p> <p>Analyzes payroll accounting</p> <p>Interfaces with Payroll Department to review payroll procedures and transactions</p> <p>Prepares and files all District quarterly and yearly payroll tax returns</p> <p>Prepares monthly financial reports for Board</p> <p>Prepares and files State financial reports (PURTA, Social Security)</p> <p>Audits a sample of accounts payable transactions</p> <p>Performs all budgetary transfers, obtaining Board</p>	<p>Processes all accounts payable transactions including on-site print checks, third-party processor payments, and wires.</p> <p>Works with the District's third-party processor.</p> <p>Handles vendor inquiries.</p> <p>Reviews all employee travel &amp; expense reimbursements.</p> <p>Helps manage District-issued P-cards while auditing monthly transactions.</p> <p>Ensures accounts payable transactions are charged to the correct account.</p> <p>Assists with creating monthly financial reports.</p> <p>Tracks legal fees.</p> <p>Prepares 1099-Misc forms and files with the IRS and State.</p> <p>Assists Business Office and Facilities personnel in relationship to processing invoices.</p>	<p>Coordinate the tracking of items District-wide that need to be identified and inventoried.</p> <p>Work closely with departments to use or develop tracking systems for inventory items</p> <p>Primary contact person to answer and report on inventory quantity and location questions</p> <p>Conduct regular physical counts, reconciling with the inventory management system, investigating and reporting discrepancies and initiating approved corrective actions</p> <p>Coordinate receiving, distribution, and inventorying of large bulk purchases</p> <p>Disposal of surplus items</p> <p>Establish procedures and methodology for tracking of all incoming and outgoing inventory</p> <p>Coordinates with the schools to reallocate inventory/surplus materials.</p> <p>Primary customer service representative for outside</p>	<p>Answers incoming telephone calls</p> <p>Schedules, reschedules or cancel appointments</p> <p>Types, composes, designs, faxes, proofreads, prints, duplicates, collates, distributes and files departmental materials</p> <p>Maintains and updates department website</p> <p>Student Activity procedures and accounting</p> <p>Participation/Activity fees</p> <p>Assist with all district insurance claims and liability certificates</p> <p>Sets up and maintains efficient office systems and procedures</p> <p>Designs and develop correspondence, flyers, spreadsheets, etc., for projects, meetings and/or workshops</p> <p>Interfaces with all levels of employees and external contacts</p> <p>Works with other assistants to ensure accurate communication</p>	<p>Assists with the accounts payable process by scanning invoices, reviewing and verifying documentation, filing, and data entry</p> <p>Contacts vendors to follow up on purchase orders and request invoice copies as needed</p> <p>Handles vendor calls and researches on payment status to vendors</p> <p>Prepares checks for mailing</p> <p>Monitors open purchase orders and closes them as needed</p> <p>Assists with student activity transactions and follow up</p> <p>Assists with updating spreadsheets as needed, including maintaining real estate tax spreadsheets</p> <p>Assists with posting and maintaining records of cash receipts</p> <p>Processes daily mail: receives, opens, date stamps, sorts, distributes</p>



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CMTE:	Committee								