



Position Title: **Director of Finance**

Department: Administration

Reports To: Superintendent

SUMMARY: Administer the business affairs of the school district in order to provide the best possible educational service with the financial resources available. Directs development of annual and long-range budgets, forecasts revenues, prepares cost analysis, lists options, prepares impact statement, prepares regular financial reports, and makes necessary adjustments to the budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Supervises the financial affairs of the district, including handling of all funds, accounting and reporting procedures and long-range planning
2. Ability to maintain effective district-community relations and interprets the financial concerns of the district to the community
3. Consults regularly with the Superintendent and other appropriate district personnel on questions relating to the district's business and financial concerns
4. Provides necessary financial data in a timely manner when requested by the Superintendent
5. Ability to plan and monitor an accounting control system
6. Develop a fiscal year estimate of revenue and cost for operating the school system as recommended by the Superintendent for Board approval
7. Ability to prepare revenue cost data for the negotiation process
8. Monitors all vouchers authorizing the expenditures of monies
9. Ability to provide accounting services, essential to the preparation, administration, supervision and control of the budget
10. Prepares and analyze all financial statements
11. Supervises accounts payable, processes and procedures
12. Supervises payroll preparation and dissemination
13. Manages the district's leave system and works with building secretaries and administration to ensure accuracy of recorded leave for all employees
14. Ability to make a full and complete itemized report of the finances of the district to the Superintendent at the close of each school year
15. Arranges for audits of all accounts and records annually by an independent, certified public accountant selected by the Board
16. Recommends policy and procedural changes in the areas of cash management and investments
17. Ability to insure all (School District) payments are made in a timely manner
18. Responsible for opening, closing and monitoring all checking and savings accounts of the district

19. Ability to manage daily cash flow and oversee the investment and cash receipt functions
20. Ability to maintain control over all debt retirement and building site funds
21. Administers an effective program for accounting of all State and Federal Programs
22. Ability to computerize the entire Business Office process to meet the demands of the district in an organized, efficient manner
23. Performs such other tasks and responsibilities as assigned by the Superintendent
24. Ability to assist with supervision and maintenance of district insurance coverage policies
25. Attend all meetings required
26. Ability to assist in bidding process for various purchases when required and appropriate
27. Attend monthly board meetings
28. Corresponds with district staff and stakeholders via email
29. May be asked to translate, if applicable
30. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: Supervises accounts payable and payroll clerk.

QUALIFICATION REQUIREMENTS: Excellent attendance record. Polite, courteous and tactful with patrons. Such other qualifications as the Board of Education deem acceptable. Must have ability to obtain surety bond, if required.

EDUCATION AND/OR EXPERIENCE: Bachelor's Degree with educational background in Business/Office Administration and/or Accounting. Five years of successful work experience in related field and supervisory capacity. Successful experience in educational institute work and familiarity with Oregon Public School Accounting preferable. Demonstrated above average past performance evaluations.

CERTIFICATES, LICENSES, REGISTRATION: CPA license preferred but not required

LANGUAGE SKILLS: Ability to read, analyze, and interpret business periodicals, professional journals, technical procedures, and governmental regulations.

WRITING SKILLS: Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information to administrators, top management, public groups/community, and Board of Education.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability, and statistical inference. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply basic arithmetic calculations using units of American money. Ability to compute hourly, daily, and contractual rates. Ability to proofread and cross check work for accuracy.

REASONING ABILITY: Ability to interpret a variety of instructions furnished in written, oral and diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is continuously required to sit; occasionally walk and stand; continuously repeats finger motions for extended periods of time while operating keyboard; occasionally lift and carry up to 50 pounds. Specific vision abilities required by this job include close vision; depth perception; and the ability to communicate through speech. The employee will be able to hear conversation in quiet environments as well as noise environments.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works inside and works irregular or extended hours. The employee must have the ability to meet deadlines with severe time constraints.

The information contained in this job description is for compliance with the Americans 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.

I have read and understand this job description.

Signature

Date