



Position Title: Director of Finance
Position Location: Administration Building
Reports To: Superintendent of Schools
Salary: \$122,000-\$135,000
Date Posted: August 17, 2022

JOB GOALS:

- To provide financial services to support educational goals of the school district.
- To administer the district's financial and business resources in such a way that planning, coordination, and supervision of these resources will enhance the morale of all personnel and promote the overall efficiency of the school system.
- To administer the business affairs of the district related to the operation of foodservices, transportation services, and other support functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops, presents, and monitors the district's annual budget with input from all affected parties and departments and in keeping with district goals.
- Prepares and presents three-year budget projections.
- Develops, monitors, and reports on district cash flow; affects all borrowing and generates investment income; maintains district's funds investment program.
- Prepares tax levy notices to local taxing units and other agencies.
- Analyzes proposed and existing legislation to assess district implications and reports same to district's decision makers.
- Prepares and files financial reports requested by local, state, and federal agencies.
- Plans and directs equipment bidding and purchasing.
- Serves as custodian of all legal business documents.
- Administers district policies in the area of business management.
- Interacts with students, staff, community members, and agencies in positive, supportive and cooperative ways.
- Communicates with local governments regarding issues of business, property and transportation relative to current and/or future operations of the district.
- Assists in planning and coordination of the district technology program.
- Manages Transportation Department with Supervisor of Transportation.
- Manages Food Service Department with Food Service Supervisor.
- Assumes all other responsibilities as assigned by the Superintendent

SUPERVISORY RESPONSIBILITIES:

- Coordinates and monitors on a regular basis the receipts, disbursements, and classification of all funds.
- Oversees district activity fund accounts.
- Supervises the collection of all tax levies with appropriate recording, accounting, and disbursements.
- Oversees the preparation of the district's financial records, the district's annual audit, and works

with the district's auditors.

- Oversees all insurance programs for buildings, grounds, employees, and all other district functions and activities.
- Analyzes, supervises, and promotes continuous improvement in accounting and business office routines.
- Oversees the supervision of business activities in payroll, bookkeeping, data processing, accounts payable, accounts receivable, and financial computations payments and postings for the district's fringe benefits programs.
- Is responsible for cost saving analysis of all support functions and appropriate implementation.
- Monitors district's risk management activities.
- Oversees and evaluates Food Service Supervisor.
- Oversees and evaluates Supervisor of Transportation.
- Oversees all non-personnel aspects of food service and transportation department.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION AND/OR EXPERIENCE:

- Degree in business administration or experience in school finance administration. CPA Preferred.
- Minimum of three years of business administrative experience.
- Strong computer skills.
- Supervisory experience in accounting, finance, budgeting and personnel management.
- Cursory knowledge of tax laws as they relate to employee taxes.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities

Ability to apply knowledge of current research and theory to instructional program; ability to plan and

implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, peers and parents; skill in oral and written communication.

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 regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision.

The demands of extended work days (coverage of building activities and extra-curricular activities, etc.) requires a high level of physical endurance. This job requires the ability to handle and balance multiple demands at the same time.

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.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day

Apply: www.vanburenschools.net under Employment Opportunities

Application Deadline: September 23, 2022

AN EQUAL OPPORTUNITY EMPLOYER