

JOB DESCRIPTION

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|-------------|--------------|-----------------|---------------------------|
| BAND | GRADE | SUBGRADE | WORKING CONDITIONS |
| D | 6 | 3 | |

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|---------------------|---------------------------|
| JOB TITLE | CONTRACT REFERENCE |
| Director of Finance | Individual Contract |

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| TITLE OF IMMEDIATE SUPERVISOR | VERSION DATE |
| Superintendent | January 2007 |

JOB SUMMARY

Leads and manages the district programs for finance, accounting, purchasing, and business operations.

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| TASK NO. | FRE- QUENCY | BAND/ GRADE |
|-----------------|------------------------|------------------------|

| The essential functions of this job include, but are not limited to, the following fundamental job duties: | | | |
|--|---|-----|----|
| 1. | <ul style="list-style-type: none"> Researches trends in financial management and planning and makes recommendations for improvements in both short and long term management strategies: techniques and practices areas including but are not limited to: financial management, forecasting and reporting, purchasing, investment, contracts and benefits, and coordination with other departments in the district. Develops short-term and long-term financial goals for the district, regular financial forecasts, and other financial reports for internal and external use by the district. This includes planning and organizing levy referendum and capital projects. | 15% | E8 |
| 2. | <ul style="list-style-type: none"> Develops, manages, and evaluates the district budget plan with direction from administrators; makes an annual budget plan recommendation to the Superintendent; monitors all district and site budget reports on a monthly basis. | 15% | E8 |
| 3. | Manages district, program and site finance systems. <ul style="list-style-type: none"> Coordinates the preparation and use of monthly district and site financial reports about current and projected revenues and expenditures, and budget Assists in implementing procedures for district and site budgeting and purchasing Assists district committees with financial information related to their planning as needed. | 10% | E8 |
| 4. | <ul style="list-style-type: none"> Provides for an annual audit of district financial records and assists the auditor with financial records and information; implements improvements as may be recommended or required | 10% | C4 |
| 5. | <ul style="list-style-type: none"> Administers financial policies and recommends changes as needed for the educational program of the district. | 5% | D6 |

JOB TITLE

Director of Finance

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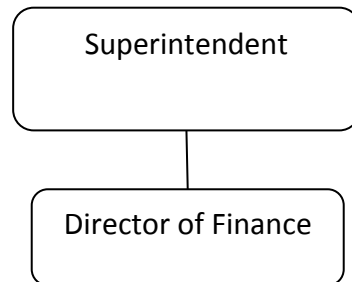
CONTRACT REFERENCE

Individual Contract

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| 6. | • Manages the cash management and investment activities for the district. | 5% | D6 |
| 7. | • Oversees the transportation, building and grounds, and food service program operations. | 5% | D6 |
| 8. | • Develops, supervises, and evaluates systems and support staff job duties and performance for the accounting, payroll, purchasing, and inventory control functions. | 10% | C4/ B3 |
| 9. | • Coordinates and manages contracted services for district insurance, staff insurance, and other financial-related operations. | 5% | C4 |
| 10. | • Assists with labor contract negotiations as directed by the School Board and Superintendent. | 10% | C4 |
| 11. | • Serves as district contact person for financial reporting to other governmental agencies or the public as needed. | 5% | C4 |
| 12. | • Assumes other duties that may be assigned by the Superintendent. | 5% | N/B |

QUALIFICATIONS

1. Bachelor's Degree in Accounting or Business Administration or licensure in Educational Administration; advanced training preferred.
2. Previous experience in financial management for schools or the private sector preferred.

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push,

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CONTRACT REFERENCE

Individual Contract

pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.