



VACANCY ANNOUNCEMENT

Finance Director @ District Office, 1.0 FTE

QUALIFICATIONS/RESPONSIBILITIES:

- Bachelor's Degree in Finance, Business Administration or Accounting.
- Certified Public Accountant certificate preferred.
- Five years minimum experience or equivalent, preferably in a K-12 public school.
- Experience with budget preparation and management, financial forecasting and analysis.
- Understanding of Oregon school financing, public school accounting practices, school budgeting, and financial reporting.
- Experience with managing federal, state and local grant funds.
- Demonstrate knowledge of the Oregon State Laws that govern public entities as well as school business laws, regulations, policies and procedures.
- Knowledge of BOLI and the requirements pertaining to public works contracts in Oregon.
- Experience in accounting, payroll, accounts payable, accounts receivable, bank reconciliations and cash management.
- Experience with integrated computerized accounting systems, databases, and spreadsheets; superior skill level with Microsoft Excel.
- Demonstrate ability to lead, organize, coordinate and implement programs and develop an effective relationship supporting building administrators and other staff.
- Commitment to quality education.
- Demonstrate ability to supervise and evaluate staff.
- Excellent presentation skills. Strong written and verbal communications skills.
- Exceptional analytical skills; ability to make decisions and resolve complex issues in a timely, organized manner.
- Must be detail oriented and work with high level of accuracy.

TERMS OF EMPLOYMENT:

- Start Date: Spring 2023
- Salary Range: \$100,000-\$140,000
- Excellent fringe benefits
 - \$30/month fee for full family insurance (medical, dental, vision)
 - \$225/month contributed to HRA VEBA to help offset out of pocket medical expenses
 - Total insurance benefit package of over \$21,000 annually
 - \$275/month cash stipend if you have other insurance and waive district insurance
- District paid employee contribution to PERS (*Public Employees Retirement System*)
 - TSD9 covers the full 6% for PERS retirement
- 403 (b) Supplemental Retirement Saving Opportunities

APPLICATION PROCESS: Tillamook School District only accepts online applications. To apply go to www.tillamook.k12.or.us, and click on 'Employment Opportunities' on the home page. All applicants will create a user account.

QUESTIONS:

Hannah Snow Roberts, HR Coordinator
2510 First Street
Tillamook, OR 97141
503-842-4414, ext. 1200
snowh@tillamook.k12.or.us

Open: 12/05/2022

Close: 12/16/2022 until filled

Posting #: 05A-23

~~~ *Tillamook School District 9 is an equal opportunity educator and employer* ~~~