

Chief Financial Officer Search

Tigard-Tualatin School District Tigard, Oregon

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The **Tigard-Tualatin School District** is seeking a highly qualified candidate to serve in the role of **Chief Financial Officer**. TTSD wishes to have the successful candidate assume the responsibilities of the position **July 1, 2024**.

McPherson & Jacobson, L.L.C., Executive Recruitment and Development has been engaged as the consultant in a search for outstanding candidates. They will assist the District in identifying and screening the candidates.

Enrollment: 11,500

Location: The Tigard-Tualatin School District is a school district serving part of the suburban Portland metropolitan area in Oregon including all or portions of the cities of Tigard, Tualatin, Durham, and King City, as well as most of the unincorporated communities of Metzger and Bull Mountain.

THE POSITION

Summary

Plan, organize, direct and manage the overall financial, business and budgeting functions to assure the District's financial well-being, support District operations and assure compliance with relevant federal and state laws and regulations. Serve as leader for equity including identifying systemic barriers and assisting to create culturally responsive and equitable systems for each student.

Supervisory Responsibilities:

Direct the daily operation of the District Business Office, including controller, payroll and associated employee compensation plans, accounts payable, accounts receivable, investments and insurance benefits.

Essential Duties and Responsibilities:

- Provide a system to monitor, evaluate and control current fiscal operations, determine and demonstrate compliance with legal and budgetary limitations and anticipate changes in financial resources and requirements.
- Direct the preparation, compilation and organization of the district's Comprehensive Annual Financial Report.
- Direct the development of the district's financial plan (budget) based upon the evaluation and analysis of budgetary factors. Maintain records of all budget related materials.

Monitor, manage and evaluate all district expenditures and resources. Prepare and submit budget related reports as required by the county, state, and federal governments.

Research, collect and prepare materials relative to budget development. Coordinate budget activities with state department guidelines and applicable statutes.

- Direct the district's Smarter School Spending Program and development of the Strategic Financial Plan in order to align allocation of resources with the district's strategic priorities.
- Research and prepare statistical data, provide annual projections of student enrollment grades K-12, student demographic information, population changes, actuarial reports on retirement and investment programs.
- Serve on the district's team in labor negotiations, cost out contracts and proposals, and provide financial information.
- Prepare and implement long range strategies for financial stability of the district operations, including, but not limited to, investments, real estate transactions, staffing levels and program requirements. Monitor the private use of all bond-financed facilities to ensure the compliance of private use limitations are met. Together with the Superintendent, promptly consult with bond counsel regarding any such possible private use and take any remedial actions required by income tax regulations.
- Direct the District's borrowing program including long-term debt and the sale of voter-approved bonds and investment of bond proceeds.
- Direct the purchasing function, providing central purchasing to serve the district's material, equipment and service needs. Oversee the procurement of District purchases in accordance with public contracting laws.
- Develop policies, implement federal and state requirements, board policies and administrative rules and regulations, and develop administrative procedures.
- Assure efficient and effective performance of assigned staff within District human resources, policies, and procedures by assigning, supervising and scheduling the work of assigned staff. Advise, assist and train subordinates as necessary; select new employees and make decisions regarding the hiring, discipline, transfer and termination of subordinate employees; provide for the staff development, training and motivation of subordinates.
- Remain current and contribute to trends, developments, and research as they pertain to the business operations of the district. Serve on statewide committees to determine the direction of financial assistance to school districts, auditing standards and budgetary matters.
- Observe, inform and instruct others on ethical standards of professional conduct as a public official and equivalent to those standards adopted by the Oregon Board of Education and the Oregon Government Ethics Commission.
- Serve as Deputy Clerk of the school district, assuring the Board and Superintendent of the district's compliance with State and local laws, regulations and other legal

requirements of public schools and advise the Superintendent and school board in financial operations.

- Serve as facilitator and support staff for the district's Financial Oversight Committee.
- Act as the District's contract agent, i.e. review and sign all contracts, leases, sales, etc. Assure that contracts entered into by the District are administered properly and protect the interest of the District.
- Contribute to positive community relations by working closely with the citizens' budget committee and other community groups, as well as assisting the Director of Community Relations with resolution of finance-related public inquiries and concerns.
- Cultivate and model a respectful working and learning environment

Qualifications:

Minimum:

- Technical knowledge of audit, investment, and employee benefits
- Knowledge of information technology systems and practices.
- Knowledge of state and federal laws and regulations affecting school districts.
- Actively engages in state advocacy for adequate school funding with state legislators and associations, such as the Oregon Association of School Business Officials (OASBO).
- Works well on a collective basis with Cabinet and other district members.
- Effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job.
- Ability to work under challenging circumstances and situations.
- Ability to supervise and motivate subordinate staff.
- Excellent communication skills (listening, verbal and written): Ability to communicate technical information (budget/financial) in layman terms so educators and community members, without finance background, understand.
- Demonstrated exceptional leadership and management abilities.
- Understanding of current education theory, practice and current trends as it pertains to equity-centered fiscal management.
- Extensive knowledge of and experience in school district budgeting, finance and accounting theory and practice.

Education and Experience:

- Master's or Bachelor's degrees from four-year college or university in Business or Finance; ten to fifteen years related experience and/or training; or equivalent combination of education and experience.
- Certified Public Accountant (C.P.A.) or Juris Doctor (J.D. degree) preferred.
- Knowledge of the Oregon State School Funding System, preferred.
- Managerial experience in a school district greater than 5,000 students, preferred.

Salary: \$161,898 - \$170,419

Search Timeline:

- Closing date for applications: **March 13, 2024 (11:30pm central time)**
- TTSD selects finalists to interview: **March 27, 2024**
- Interviews with TTSD: **On or about the week of April 1, 2024**
- Selection of new Chief Financial Officer: **TBD**
- Start date: **July 1, 2024**

Contact information:

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Tigard Tualatin School District 23J is an Equal Opportunity Employer. The district does not discriminate on the basis of race, religion, color, sex, age, national origin or disability and, when needed, will provide reasonable accommodations to applicants and employees. Anyone requesting a reasonable accommodation in the application or recruitment process please contact McPherson & Jacobson at the address/phone/email above.