



Northwest Regional Education Service District

NORTHWEST REGIONAL EDUCATION SERVICE DISTRICT JOB DESCRIPTION

Position Title: Chief Financial Officer
Department: Fiscal Services
Location: Washington County Service Center
Reports To: Superintendent
FLSA Status: Exempt
Bargaining Unit: Non-represented
Compensation: Commensurate with Experience; \$\$154,592.23 - \$\$166,539.73

Prepared Date: 12/2022

NW REGIONAL ESD'S MISSION STATEMENT

In partnership with the communities we serve, Northwest Regional ESD improves student learning by providing equitable access to high quality services and support.

GENERAL DESCRIPTION:

The Chief Financial Officer shall be responsible for planning and organizing the fiscal operations of the Northwest Regional ESD. A major responsibility of this position is to develop the proposed budget. Provide administrative support to the instructional process in a manner that ensures a consistent, high level of service to all functions affecting fiscal responsibility, property management, staff relations and long-range planning.

QUALIFICATIONS: 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.

1. Minimum of five (5) years experience in public school district business administration.
2. Minimum of seven (7) years successful experience managing people, programs, and services in the field of K-12 education.
3. Master's Degree in Education Leadership, Business Administration, or Finance preferred.

ESSENTIAL FUNCTIONS: **Include the following. Performs some or all of the following tasks. Other Duties may be assigned.** The duties listed below are not inclusive, but characteristic of the type and level of work assigned for this position.

Clatsop Service Center
3194 Marine Drive
Astoria, OR 97103
503-325-2862 Fax: 503-325-1297

Columbia Service Center
800 Port Ave
St. Helens, OR 97051
503-366-4100 Fax: 503-397-0796

Tillamook Service Center
2515 3rd Street
Tillamook, OR 97141
503-842-8423 Fax: 503-397-6272

Washington Service Center
5825 NE Ray Circle
Hillsboro, OR 97124
503-614-1428 Fax: 503-614-1440



Northwest Regional Education Service District

1. Prepare, administer and monitor the annual district budget as required by law and in accordance with the program goals of the agency.
2. Initiate and direct the preparation of reports required by state and federal agencies that relate to the fiscal operations of the district.
3. Initiate and direct fiscal and technical assistance to staff and component school districts.
4. Be responsible for proper and accurate accounting and internal control.
5. Plan, organize and direct the activities related to purchasing, storing and distributing materials, supplies, equipment, and contracted services for the district.
6. Advise the Superintendent of the financial status of the district on a continuous basis; initiate and direct to the Superintendent such reports as the Superintendent may request or require.
7. Administer contracts between the District and outside contractors, including advertisements, bid requirements and bid awards.
8. Assist the Superintendent in developing and implementing long-range strategic direction for the district.
9. Initiate and direct lines of communication between various groups in the agency and the component school districts; represent the agency in statewide and regional business officers' associations and fiscal services advisory groups.
10. Manage and monitor the agency's property and liability insurance programs.

WORKPLACE EXPECTATIONS

- Demonstrate support for NWRESD Mission and Values and Strategic Plan Goals
- Establish and maintain a positive and respectful learning environment and working relationships with students, staff, administration, parents/guardians and community members
- Work effectively with and respond to people from diverse cultural backgrounds
- Participate in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues and parents/guardians
- Hold expectations for high performance of self
- Demonstrate computer literacy and operate software programs as related to job responsibilities
- Maintain accurate, complete and confidential records as required by law and District policy and regulations
- Maintain the integrity of confidential information relating to a student, family, colleague or NWRESD patron, and use or relay confidential information only in the course of performing assigned responsibilities
- Follow all laws, District policies, rules, regulations, memos, announcements and reasonable requests by proper authority

Clatsop Service Center

3194 Marine Drive
Astoria, OR 97103
503-325-2862 Fax: 503-325-1297

Columbia Service Center

800 Port Ave
St. Helens, OR 97051
503-366-4100 Fax: 503-397-0796

Tillamook Service Center

2515 3rd Street
Tillamook, OR 97141
503-842-8423 Fax: 503-397-6272

Washington Service Center

5825 NE Ray Circle
Hillsboro, OR 97124
503-614-1428 Fax: 503-614-1440



Northwest Regional Education Service District

- Maintain regular attendance at work and work activities and punctuality regarding deadlines, meeting attendance and following schedules
- Work collaboratively with other departments

LANGUAGE SKILLS:

Ability to read, analyze and interpret documents such as software manuals/instructions and procedural manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to perform basic mathematical calculations with a high degree of accuracy.

REASONING ABILITY:

Ability to apply common sense to carry out oral and written instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT:

Work is generally performed in a standard office setting. Travel to various sites may be required.

Daily:

- Requires regular focus on a computer screen
- May be required to sit, stand, keyboard, write, and communicate for extended periods of time
- Precise control of fingers and hand movements required.
- Work activities may include bending, stooping, kneeling

Weekly:

- Ability to perform job and communicate in a noisy environment.
- Travel to various sites may be required

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. While performing the duties of this job, the employee is frequently required to sit, walk and stand. The employee will

Clatsop Service Center

3194 Marine Drive
Astoria, OR 97103
503-325-2862 Fax: 503-325-1297

Columbia Service Center

800 Port Ave
St. Helens, OR 97051
503-366-4100 Fax: 503-397-0796

Tillamook Service Center

2515 3rd Street
Tillamook, OR 97141
503-842-8423 Fax: 503-397-6272

Washington Service Center

5825 NE Ray Circle
Hillsboro, OR 97124
503-614-1428 Fax: 503-614-1440



Northwest Regional Education Service District

frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop or kneel. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 30 pounds.

Note: The description contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

NWRESD believes that every individual makes a significant contribution to our success. The administration reserves the right to modify, add or remove duties as necessary that still reflect the essential functions of the department. It is our expectation that every employee will offer their services wherever and whenever necessary to ensure the success of the ESD's goals.

Equal Opportunity Employer

Northwest Regional Education Service District is an equal opportunity employer; committed to building an inclusive community and an environment free from discrimination, harassment, and retaliation. We are proud to be [an antiracist organization](#). We work to understand how racial ideology is manufactured and how it impacts the lives of our staff and those we serve.

Northwest Regional Education Service District is proud to be an antiracist, [Equal Employment Opportunity](#) and Affirmative Action employer. We are committed to ensuring diversity and inclusion in all aspects of recruitment, selection, and employment without regard to race, disability, gender identity/expression, sexual orientation, national origin, ethnicity, religion, veteran or military status, or any other category protected under the law.

Northwest Regional Education Service District is committed to providing reasonable accommodations in our recruitment procedures for individuals experiencing a disability. If you need assistance or accommodation due to a disability, please contact us at hrhelp@nwresd.k12.or.us. Speech/Hearing impaired persons may contact the district for assistance through the Oregon telecommunications Relay Service at 1-800-735-2900.

Clatsop Service Center

3194 Marine Drive
Astoria, OR 97103
503-325-2862 Fax: 503-325-1297

Columbia Service Center

800 Port Ave
St. Helens, OR 97051
503-366-4100 Fax: 503-397-0796

Tillamook Service Center

2515 3rd Street
Tillamook, OR 97141
503-842-8423 Fax: 503-397-6272

Washington Service Center

5825 NE Ray Circle
Hillsboro, OR 97124
503-614-1428 Fax: 503-614-1440