



**Northwest Arctic Borough School District
HUMAN RESOURCES DEPARTMENT**

P.O. BOX 51 • KOTZEBUE, AK 99752 • (907) 442-1810 • FAX (907) 442-2172

POSITION VACANCY ANNOUNCEMENT C20-053

D-99-05

TITLE: Director of Administrative Services

FSLA STATUS: Exempt

QUALIFICATIONS:

1. Bachelor's degree in Administration, Management, Accounting, Finance or related field preferred.
2. Five or more years experience in school, municipal or other governmental business office.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
4. Experience in management and supervision of personnel.
5. Working experience of computerized accounting systems.
6. Knowledge of GAAP financial statements and GASB.
7. Working knowledge of Microsoft Office applications including Excel.
8. Working knowledge of IVisions.
9. Experience in cross-cultural environment and remote, rural living conditions.
10. Demonstrated strength in communications and interpersonal skills.

REPORTS TO: Superintendent

JOB GOAL: To assist in the administration of the fiscal affairs of the District in such a way as to provide the best possible educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Manage District financial functions, investments, and chart of accounts;
2. Prepare the annual audits;
3. Develop, coordinate, and monitor \$75 million operating budget and capital budgets;
4. Hire and supervise business office personnel;
5. Prepare financial reports and abstracts for monthly presentation to Regional School Board;
6. Advise superintendent regarding business and financial affairs;
7. Other duties as assigned by the superintendent.

TERMS OF EMPLOYMENT: 261 day work year, 7.5 hrs per day. Position begins July 1, 2019. Salary as established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board Policy.

APPLICATION PROCEDURES:

DISTRICT EMPLOYEES must submit the following to the Human Resources Office: Request for transfer; list of work experience and letter of recommendation from current supervisor.

OTHER APPLICANTS must submit the following items to the personnel office: A completed application, at least three (3) current references (one from most recent employer). All references must have current telephone numbers.

***APPLICANTS ALREADY ON FILE MUST SUBMIT
A LETTER EXPRESSING INTEREST IN THIS POSITION***

***ALL OF THE ABOVE MUST BE POSTMARKED OR RECEIVED ON OR BEFORE
THE CLOSING DATE TO BE CONSIDERED FOR THIS POSITION***

DATE ANNOUNCED May 7th, 2019 Reposted
DATE CLOSING Until Filled

**AN AFFIRMATIVE ACTION - EQUAL OPPORTUNITY EMPLOYER
APPLICATIONS FROM MINORITIES ARE ENCOURAGED**