

Greater Albany Public Schools



Director of Business and Finance

Job Description

Salary Level: Per negotiated agreement

Classification: Administrator

Reports to: Executive Director of Operations

FLSA Status: Exempt

The Greater Albany Public School District is accepting applications for Director of Business and Finance.

The Business Director reports to the Executive Director of Operations and is responsible for managing and supervising all activities related to the business office and finance systems. This includes leading a business office team, working with school principals and department directors, and coordinating plans with the superintendent and district leadership team. The Business Director shapes the financial systems for efficiency and effectiveness of use by district leaders and school office managers.

Reviewing, strengthening, and creating systems that support this vision will be an important component of this position. The ability to visualize the big picture while implementing detailed systems is critical. Working closely with district personnel who have a variety of skill levels in budgeting will require flexible communication skills.

Research shows that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications as described.

Greater Albany Public Schools believes in ongoing personal and professional development. All staff are provided the opportunity to engage in learning specific to their job category, professional development opportunities in equity, diversity, and inclusion, as well as continuous improvement planning and assessment. The Director of Business and Finance will be expected to participate in this work to deepen their knowledge, skills, and abilities in these areas.

Salary Level: \$119,409 - \$131,409 based on experience, (233 day/yr schedule)

- Generous monthly insurance allowance
- District provided TSA
- Travel, cell phone, professional dues, and expense allowance provided
- District paid HRA for eligible administrators

Minimum Requirements:

- Bachelor's Degree from an accredited college or university, preferably in Finance or Accounting .
- A minimum of five (5) years of related experience in business and finance, including supervision and evaluation of personnel.

The Director of Business and Finance will model, train, and support staff in the areas of:

Leadership and Advocacy:

- Demonstrated success working both independently and collaboratively; leveraging different strategies and interpersonal skills to move the work forward.
- Demonstrated ability to communicate effectively, both verbally and in writing, with the ability to foster positive working relationships.
- Communicate with a variety of audiences in a manner that gathers information appropriate to the task at hand, and accurately conveys district priorities.
- Diagnoses strengths and weaknesses of the business department programs and systems of implementation.
- Implement strategies that respect individual differences and maintain a supportive and inclusive environment.
- Review Board policies and makes recommendations for revisions as appropriate due to changes in the law or other relevant authority.

System Development and Implementation:

- Supervises the fiscal operations of the school district using standard accounting and recording principles and procedures in accordance with Board policies, rules and regulations, and applicable laws.
- Maintains accurate, up-to-date records of accounts receivable, accounts payable, and the financial position of the school district in order to ensure that the school district is able to maintain its operations and remain within fiscal year budgets.
- Assists the Superintendent in preparing annual budget requests for school district operations to maintain and improve educational opportunities and all necessary support and operations.
- Supervise the budget development process and assures the district's compliance with all rules, regulations, and laws governing the process.
- Supervise the investment of district funds according to State laws. Provides leadership in long-range financial planning to include development of local tax initiatives and strategies.
- Comply with all applicable district, state, and federal guidelines, policies, laws, rules and regulations.
- Secures an annual audit of the school district's finances.
- Organizes and maintains a system for accurate and complete record-keeping and reporting for all financial records as required by law.
- Supervise the purchasing of all capital assets, confirming Oregon procurement laws are followed.
- Oversee the administration of employee benefits and the payroll function.
- Represent the school district as necessary in off-site meetings, associations, etc.
- Serve as Deputy Clerk and under the supervision of the Superintendent, organizes and establishes the budget process, including the budget calendar. Serves as Budget Officer.
- As the Deputy Clerk, reviews and approves all contracts with the approval/or in the absence of the Superintendent.
- Maintain appropriate levels of insurance to protect school district property and potential liabilities.

Professional Expectations:

- Models equitable and non-discriminatory practices in all activities.
- Initiates and maintains effective liaisons with a variety of outside agencies, businesses, and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- Remains aware of, provides guidance on, and ensures implementation of all district, state, and federal policies and procedures related to the District's operational programs.
- Participate in professional associations and read current research to keep abreast of developments in assigned areas of responsibility.
- Participates in workshops and staff development activities and applies learned knowledge to the job; accepts new challenges in a professional manner.
- Supervises and evaluates assigned personnel.
- Maintain a professional working environment and positive interpersonal working relationships with staff, community members, parents and students.
- Maintain confidentiality in all areas.

Additional Duties: Performs other related tasks as assigned by the Superintendent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Travel Requirements

Travels to school district buildings and professional meetings as required. Monthly expense allowance provided to assist with mileage costs.

Qualifications Profile

Certification/License:

- Motor Vehicle Operator's License or ability to provide own transportation.