



NOTICE OF OPEN POSITION DIRECTOR OF FINANCE

POSTING DATE: July 7, 2022

CLOSING DATE: OPEN UNTIL FILLED

Description: Lead the planning, organizing, direction and management of the overall financial and business functions to assure the District's financial well-being; support District operations and assure compliance with relevant federal and state laws and regulations. The position is responsible for supervision of Business Office employees.

Requirements: Master's degree in Business Management or Accounting, or the equivalent education and experience. Five years experience in business or accounting management. Prior school district management or K-12 school administrative experience preferred. Problem solving skills; participatory leadership style; experience working with K-12 educators; exhibit integrity, honesty and fairness; successful experience in staff supervision and evaluation. Ability to communicate effectively in speaking and writing and develop and maintain positive working relationships with staff, students, and parents. Compliance with OHA vaccination mandate required upon hire.

Essential Job Functions:

- Serve as Deputy Clerk and, under the supervision of the superintendent, organize and establish the budget procedures.
- Serve as fiscal officer to the Budget Committee; implement budget control; develop the budget calendar.
- Supervise and evaluate the accounts payable clerk, fiscal services secretary and fiscal services coordinator.
- Act as the district agent for all district contracts, agreements, and transactions affecting the business function of the district.
- Advise the superintendent, staff members and Board of Directors on all matters related to business affairs.
- Supervise the investment of district funds.
- Oversee all aspects of property, casualty, professional and general liability insurance.
- Prepare financial and statistical reports for the Board of Directors and district auditors.
- Supervise the purchase and management of supplies and equipment; maintain an inventory of items purchased.
- Provide support to the superintendent in district elections including tax and bond measures.
- Participate in developing new school facilities and the tracking of all bond funds.
- Provide financial data, projections and analysis when requested by the superintendent and Board.
- Consult regularly with the superintendent and other district personnel on questions relating to the district's business and financial concerns.
- Plan and monitor an accounting control system.
- Prepare revenue and expenditure cost data for negotiations.
- Monitor all vouchers authorizing the expenditure of funds.
- Prepare and analyze financial statements.

**Newberg School District is an Equal Opportunity Employer and Actively Seeks Minority Applicants
The District complies with Equal Opportunity/Affirmative Action/Title IX Requirements
Applicants who best meet the requirements of the position will be invited for an interview.**



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- Make a full and itemized report of finances of the district to the superintendent on an ongoing basis.
- Arrange for audits of all accounts.
- Provide guidance to building secretaries and principals in the receipt and expenditure of school activity funds.
- Recommend policy and procedural changes in cash management and investments.
- Ensure all district payments are made in a timely manner.
- Manage all trust funds of the district including allocation of interest and processing of awards and scholarships.
- Manage daily cash flow and oversee investment and cash receipt functions.
- Administer a program for processing supplies and equipment. Maintain inventory control.
- Maintain control over all Debt Service and Capital Project funds.
- Administer an effective program for accounting of all State and Federal program funds.
- Meet the demands of the district by providing updated technology that supports business functions.
- Supervise and maintain district insurance coverage policies.
- Prepare RFP's and RFI's and assist staff in the bidding process.
- Prepare enrollment projections.
- Monitor growth and assist in presenting growth projections to the superintendent, Board and community.
- Serve as a member of the Superintendent's Senior Staff.
- Perform other duties as assigned.

Qualifications Desired: Preference given to candidates with prior successful school district business experience and knowledge of federal and state school funding laws. 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 do not believe you meet every one of our qualifications described.

Classification/Location: Administrative, Probationary, Full Time, District Administrative Office

Calendar/Benefits: 8 hours per day; 260 days per year starting ASAP.

Salary range for 2022-23 TBD (2021-22 Salary Schedule--\$132,575 – 141,722). Newberg School District **pays 6% PERS** contribution, provides a generous insurance cap, long-term disability and life insurance. Optional Life, AD&D insurance, Short Term Disability, Tax Shelter Annuities, Section 125 health and dependent care accounts, Tuition Reimbursement, Professional Development and Employee Assistance Program through Reliant Behavioral Health also available to all staff. Coaching opportunities also available.

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How to Apply:

Interested applicants must apply online at:
<https://newberg.schoolrecruiter.net/index.aspx> and upload a cover letter, résumé, teaching license, transcripts, and three letters of reference written within the last three years (convert multi-pages into one PDF for ease of uploading). **For customer support please contact 1.877.974.7437 or you can reach live chat at this [link](#).**

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