

COOS BAY SD 9
Director of Finance and Operations (10295)

JOB POSTING

Job Details

Posting ID

10295

Title

Director of Finance and Operations

Description

The Director of Finance and Operations

JOB GOAL:

The Director of Finance and Operations is responsible for the leadership and supervision of the business and operational functions of the district. The director will provide innovative, visionary, and effective leadership through the development and management of diverse business operations and support services for the district.

The director will assure the ethical and prudent stewardship of the district's resources in accordance with state and federal laws, district policies and procedures, and best practices from GFOA/GASB.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Finance, Accounting, Business Administration, Public Administration or closely related field.
- Demonstrated ability to direct and manage people in a positive, productive manner.
- A minimum of five years' developing and managing an operating budget for a complex entity; developing and implementing fiscal policies and procedures; advising management regarding fiscal matters; developing short and long-range plans; assessing training needs and conducting training; developing and presenting financial reports.
- A minimum of 5 years' experience in accounting functions such as general ledger, payroll, accounts payable, accounts receivable and project accounting, supervision of employees desired.
- Knowledge of applicable accounting principles and methods, with the ability to apply and adapt established methods to varied accounting transactions.

- Experience in the use of computers and software as tools in the performance of duties in the business office; familiarity and experience working with **Infinite Visions**, preferred.
- Demonstrated ability to communicate orally and in writing in an effective manner.
- Qualified to be bonded; subject to personal pre-employment credit check.
- Ability to effectively work and communicate with students, families, school personnel, board members and community representatives from diverse cultures.
- Demonstrated ability to maintain integrity of confidential information.
- The ability to work harmoniously with others.
- Experience in bargaining and/or managing a substantial capital construction program preferred.

BUSINESS PERFORMANCE RESPONSIBILITIES:

- Directs, supervises and evaluates fiscal services including strategic planning, budgeting, accounting, purchasing, financial reporting, audits, payroll services and fiscal record keeping.
- Supervises and directs the operations of the business and facilities departments and oversees the contracted services for transportation and nutrition services.
- Directs, establishes and communicates budgeting procedures, exercises budget control, development of annual budgets, and serves as the Deputy Clerk/Budget Officer for the School District.
- Directs and coordinates the timely and accurate development of District wide operating and capital budgets, the expenditure and auditing of all funds, including special and student body funds, and preparation of financial statements.
- Provides direction and guidance in assessing the district needs for business support services and in the development, implementation, and control of plans and programs to meet them.
- Provides guidance and leadership to directors, principals and staff in assigned areas of responsibility, and consults and coordinates with other departments to ensure collaborative program delivery.

- Works to promote the establishment and maintenance of a partnership between educational programs and business services.
- Coordinates District programs with other districts, local, state, and federal agencies, and other groups involved in assigned areas of responsibility.
- Prepares and communicates necessary plans and reports to the Superintendent, Board, and others as needed.
- Evaluates program effectiveness and appraises staff performance, as appropriate.
- Plans, directs, and supervises employee benefit programs.
- Assists with collective bargaining relative to contract issues, cost analyses and funding.
- Establishes and directs the maintenance of an accounting system consistent with State and Federal Laws, regulations, rules and District Policy.
- Optimizes interest earnings on District funds; provides analyses and forecasts of resources and expenditures.
- Plans and directs bond issuance and debt management.
- Coordinates investments, banking, auditing, and bond counsel with private contractors or agents.
- Attends assigned committee and staff meetings; prepares informative reports and participates with other executive staff in organized planning and decision-making.
- Assures a system of effective financial reporting by directing the preparation of regular financial reports to the Superintendent and Board of Directors.
- Contributes to positive community relations by working closely with the Budget Committee and other community groups, as well as, assisting with resolution of finance related public inquiries and concerns.
- Cultivates and models a respectful working and learning environment.
- Performs such other related duties as may be requested by the Superintendent.

REPORTS TO: Superintendent

Salary Range based on the 2023-2024 salary schedule: \$113,224- \$130,059

This is a full-time, 260 day contract with 30 vacation days allowance, insurance package, and PERS pick up.

Projected Hiring Schedule

- Position open for applicants to apply: **Open Until Filled**

After this date, if a suitable candidate is not found, the position will be open until filled

- Rolling application screening and interviews may occur

- Position Start Date:

Dependent on candidate's availability

For more information, please contact Michelle Barton, Director of Human Resources at michelleba@coos-bay.k12.or.us or by phone at 541-267-3104 x 1110.

Notice of Nondiscrimination

Students, their families, employees and potential employees of the Coos Bay School District 9 are hereby notified that the Coos Bay School System does not discriminate on the basis of perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, or perceived disability, pregnancy, familial status, economic status, veterans' status in employment, vocational programs, or activities as set forth in compliance with federal and state statutes and regulations.

The district prohibits discrimination and harassment, including but not limited to; in employment, assignment and promotion of personnel; in educational opportunities and services offered students; in student assignments to schools and classes; in student discipline; in location and use of facilities; in educational offerings and materials; and in accommodating the public at public meetings.

Speech/Hearing impaired persons may contact the District for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900.

Shift Type
Salary Code

**Full Time
Annual**

Salary Range
Job Category

**\$113,224.00 to \$130,059.00
Supervisor**

External Job Application
Location
Minimum Qualifications Screening
Supervisor Application
Administration

Internal Job Application
Posting Status
Supervisor Application
Active

Job Application Timeframes

Internal Start Date
Internal End Date
General Start Date
General End Date

Job Pools

Pool Name
Quantity
Requisition ID
Requisition Title
Default
1

Alternate Job Contact

Name
Location
Email
Title
Phone

References

Automatically Send Reference Check
Yes
Reference Check Form
Classified Reference Check