

South Umpqua School District

JOB DESCRIPTION

TITLE: Director of Fiscal Services

TYPE: Director

REPORTS TO: Superintendent

Position Summary: Under the direction of the superintendent, provides leadership and strategic vision to the district's financial management program and oversees the district's accounting, financial planning and budgeting, risk management, auditing, ADM projections, procurement, debt service and capital projects fund management, real estate, and fixed asset management, fiscal reporting, and the relationship with transportation and nutrition services outside contractors.

QUALIFICATIONS:

- Degree in business administration, business management, education, accounting or a related field or equivalent experience. Master's Degree and/or C.P.A. preferred.
- Minimum of five (5) years' experience as a business official and/or equivalent experience with business and administrative functions, including at least three years' experience in a supervisory capacity preferred

Knowledge of:

- Laws, rules, procedures and policies related to the expenditure and accounting for public funds.
- State budgeting and accounting procedures for school districts.
- Current accounting principles, techniques, and application procedures.
- Public school administration and school district operations.
- State and federal grants and federal programs.
- Computers and data processing for business office and district functions.
- Investment procedures, policies, and practices.
- Governmental procurement procedures, policies, and practices.
- Employee insurance terms, procedures, policies, and practices.
- Oregon liability insurance terms, policies and practices.
- Management team concepts.
- Communication techniques.

Ability to:

- Understand and communicate Oregon's State School Fund formula school finance and local budget law.
- Establish and maintain records, ledgers and accounts as related to high-volume public fund accounting.
- Work independently and make decisions in areas which may not have established policy or procedure.
- Organize and direct others in accomplishing the business management goals of the district.
- Work effectively as part of the management team.
- Demonstrate experience in collective bargaining and employment contract management.
- Demonstrate expertise in business support staff development and personnel evaluation.

- Connect business and finance activities with successful student outcomes.
- Communicate effectively with staff, patrons and the community.

ESSENTIAL REQUIREMENTS: To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities needed for the position.

- Establishes and maintains an accounting system consistent with state and federal laws, regulations, rules and district policy. Directs and supervises and auditing of all district funds.
- Plans, organizes, prepares and monitors the South Umpqua School District's budget.
 - a) Forecasts and determines future revenue based on projected enrollment (ADM), legislative changes, special education needs, technology, capital requirements, health and safety.
 - b) Monitors and oversees budgetary requests and recommendations from program managers
- Prepares financial and budget reports, as required by law, district policy and as requested by the Superintendent.
- Analyses and interprets financial information.
- Coordinates and supervises school elections as needed.
- Administers and is responsible for the operation of the district's business office and its operational functions. Gives advice regarding the use of, and accounting for, federal state and local funds.
- Plans the district's cash flow requirements and arranges for short-term borrowing as needed.
- Directs the sale of bonds and administers a program of fund investment.
- Oversees Nutrition Services contract vendor to ensure effective and efficient school lunch program.
- Oversees technology contract vendor, to ensure appropriate, efficient and effective technology services, including procurement and upkeep of district hardware and software.
- Manages transportation vendor contract to ensure efficient and effective student transportation services.
- Supervises business office accounting and payroll staff to include performance evaluation, day to-day supervision, oversight of work product and advice and counsel to complete daily tasks and improve work product and workflow
- Attends all Board meetings as an advisor to the Superintendent.
- Administers the district's insurance programs.
- Serves on committees and fulfills such other assignments as assumed or delegated by the Superintendent.

ESSENTIAL JOB FUNCTIONS

◆ All Areas of Responsibility

- Maintain effective communication with the School Board, staff and patrons of the district.

◆ Business Office

- Budgeting
- Accounting and Banking
- Insurance and Risk Management
- Business Office Computer Operations
- District Telephone System

◆ School Lunch Program

- Cost effective program that meets federal guidelines.
- ◆ **Technology**
 - Effective use of resources to provide the best possible service.
- **Transportation**
 - Efficient and effective student transportation services that meets state/federal guidelines.
- ◆ **Personal Traits:**
 - Team player and supportive of team planning, collaboration and shared decision making.
 - High ethical and professional standards.
 - Student focused and service oriented.
 - Innovative and stimulate initiative and creativity in others.
 - Able to juggle a variety of priorities and remain organized and focused.
 - Practical, common sense approach to support services.

PHYSICAL REQUIREMENTS: 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions, duties and responsibilities of the job.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. While performing the duties of this job, the employee is:

- Regularly required, in an 8-hour day, to sit for 5-8 hours; stand/walk/move around for 1-4 hours; drive 1-3 hours.
- Regularly required to talk and hear.
- Regularly required to use hands to finger, handle or feel objects, tools or controls and fine manipulation.
- Lifting 20 pounds occasionally with frequent sitting and standing / walking.
- Frequently required to stand or walk (occasionally on an uneven surface), reach with hands and arms, stoop and/or bend.
- Frequently required to travel within the district and county, with occasional travel outside the district/county.

While performing the duties of the position, the employee works with standard office and/or instructional equipment with moving mechanical parts.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The frequently the noise level in the work environment is low to moderate, but occasionally the employee in this position will be exposed to high noise levels. The employee's work is most frequently indoors, but occasionally requires going outdoors in the weather to pass from building to building, to drive from site to site, and to view/inspect outdoor equipment/projects and building exteriors.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not

a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position) at any time as it deems advisable.

WORKPLACE EXPECTATIONS

- The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.
- The employee is available to attend meetings in the evening and/or early-morning.
- The employee is available to respond to after-hour calls in an urgent or emergency situation.
- In every aspect of this position, employee must exercise honesty and ethical behavior, including but not limited to: in communication and relationships with staff, students and the public; use of time and district property as well as representation of absence from duty leave.
- The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
- The employee maintains the integrity of confidential information relating to students, families, colleagues and district patrons. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
- The employee follows all district and Superintendent policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

EMPLOYEE STATEMENT

- I have reviewed the above position description and understand its contents.
- I am aware that my position description may be revised or updated at any time. When this happens, the district will provide me with the revised job description and I will remain responsible for knowledge of its contents.
- I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work in this position.

Employee Name (please print) _____

Signature _____

Date _____