

JOB OPENING #833

2025-2026

DIRECTOR OF FINANCE

Location: Cascade School District
1.0 FTE

DATE POSTED: April 23, 2025

DATE CLOSED: Open Until Filled

SALARY: \$135,000 - \$155,000 (260 Days/Year)

APPLICATION PROCEDURE:

1. Application through Frontline Recruiting & Hiring

COMMUNITY EXCELLENCE THROUGH EDUCATION

Cascade School District, USDA, and the State of Oregon are equal opportunity providers and employers.

If you require reasonable accommodations for the application/interview process, please call Cascade School District Human Resources at (503) 749-8010 ext 1802 or speech/hearing-impaired persons may contact the district for assistance through Oregon Relay at 711.



DIRECTOR OF FINANCE

Primary Function:

The primary purpose of this position is to direct the district's financial services. Provide day-to-day accounting of District funds, effectively invest the district funds, prepare the District budget document, and oversee state and federal grants. The position is responsible for supervision of fiscal office employees.

Supervised By:

Superintendent

Essential Functions:

1. Serve as Deputy Clerk and, under the supervision of the superintendent, organize and establish budget procedures
2. Serve as fiscal officer to the Budget Committee; implement budget control; develop the budget calendar.
3. Supervise and evaluate the District Account Specialist, Payroll Analyst, and Grant Accounting Analyst.
4. Act as the district agent for all district contracts, agreements, and transactions affecting the business function of the district.
5. Advise the superintendent, staff members and Board of Directors on all matters related to business affairs.
6. Supervise the investment of district funds.
7. Oversee all aspects of property, casualty, professional and general liability insurance.
8. Prepare financial and statistical reports for the Board of Directors and district auditors.
9. Supervise the purchase and management of supplies and equipment; maintain an inventory of items purchased.
10. Provide support to the superintendent in district elections including tax and bond measures.
11. Partner with the Director of Human Resources to provide support by gathering and analyzing data and participating in contract negotiations to reach agreement with the associations.
12. Work collaboratively with human resources to effectively manage salaries and benefits of employees.
13. Manage the District's student transportation function including but not limited to performance assessment, contract compliance, budget preparation, and monitoring.
14. Participate in developing new school facilities and the tracking of all bond funds.
15. Provide financial data, projections and analysis when requested by the Superintendent and Board.
16. Consult regularly with the Superintendent and other district personnel on questions relating to the district's business and financial concerns.
17. Plan and monitor an accounting control system.
18. Prepare revenue and expenditure cost data for negotiations.
19. Monitor all vouchers authorizing the expenditure of funds.
20. Prepare and analyze financial statements.
21. Make a full and itemized report of finances of the district to the superintendent on an ongoing basis.

22. Arrange for audits of all accounts.
23. Provide guidance to building secretaries and principals in the receipt and expenditure of school activity funds and building budgets.
24. Recommend policy and procedural changes in cash management and investments.
25. Ensure all district payments are made in a timely manner.
26. Manage all trust funds of the district including allocation of interest and processing of awards and scholarships.
27. Manage daily cash flow and oversee investment and cash receipt functions.
28. Administer a program for processing supplies and equipment. Maintain inventory control.
29. Maintain control over all Debt Service and Capital Project funds.
30. Administer an effective program for accounting of all State and Federal program funds.
31. Meet the demands of the district by providing updated technology that supports business functions.
32. Supervise and maintain district insurance coverage policies.
33. Prepare RFP's and RFI's and assist staff in the bidding process.
34. Prepare enrollment projections.
35. Monitor growth and assist in presenting growth projections to the superintendent, Board and community.
36. Serve as a member of the Superintendent's Leadership Team.
37. Contribute to positive community relations and engagement by interpreting and communicating financial and budgetary information to the Board, staff and community at large.
38. Perform other duties as assigned.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned.

Minimum Qualifications:

1. Degree in Business Management or Accounting or the equivalent education and experience. Master's Degree preferred.
2. Three years in business or accounting management are preferred.
3. Oregon school district management or K-12 school administration preferred.
4. Knowledge of state and federal budgeting and accounting law for school district, federal and state grants and programs, investment policies, procedures and practices, public purchasing law, and state and federal laws.
5. Skilled in technology and data processing, current practices of school and business fiscal management, fund accounting, preparation and management of annual district budget, managing cash flow needs, maintaining an updated inventory of all district properties, and preparation for annual audit.
6. Communicate effectively; serve as bondable custodian of district funds, documents and securities, and effectively manage all district assets, bank accounts and contracts.
7. Organize, develop and complete comprehensive and detailed financial reports.
8. Provide strong leadership in fulfilling the business-related operations of the district including the effective supervision of fiscal office personnel.
9. Work collaboratively and positively with staff, parents, students and patrons.
10. Work with integrity, honesty, and fairness.
11. Communicate clearly verbally and in writing.
12. Involve staff as leaders and engage staff in decisions regarding the daily operation.

Work Environment:

Works in a school/office environment with potential travel to day and evening meetings and activities.

Physical Requirements:

Hearing and speaking to exchange information; seeing to perform assigned duties; standing and walking for extended periods of time; dexterity of hands and fingers to operate equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and lift objects.

Vision: Frequent near and far acuity. Vision to read printed materials, computer screens or other monitoring devices; peripheral vision, depth perception, and the ability to adjust focus.

Strength: Moderate – Exert force to 25-50 lbs. occasionally, and a negligible amount of force frequently to lift, carry, push, pull or move objects.

On feet throughout the day. Work effectively in an environment which can be both physically fatiguing. Execution of responsibilities may require work beyond the standard workday and workweek.

Regular attendance at work and work activities is required.

Evaluation:

Performance in this position will be evaluated in accordance with District policy and regulations concerning personnel evaluations.

Work Year: 260 days
Bargaining Unit: CNRESBA
FLSA Status: Exempt
Date Revised: April 2025

Equal employment opportunity and treatment shall be practiced by the District regardless of an individual's perceived or actual race, color, national or ethnic origin, religion, sex, sexual orientation, age, marital status, pregnancy, familial status, economic status, veteran's status, genetic information or mental or physical disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.