

Job Description/Posting

Title: Director of Business & Finance, Tri County Area Schools
Reports to: Superintendent
Effective Date: July 1, 2024
FLSA Status: Exempt
Closing Date: June 30, 2024 or until filled
Salary: \$87,000-95,000, negotiate commensurate with education and experience

SUMMARY: The Director of Finance is responsible for the management of all financial functions for Tri County Area Schools, including but not limited to the accounting operations, annual audits, payroll, treasury management, budget development, state and federal programing and monitoring, implementation and management, grant administration and reporting, risk management and all applicable reporting requirements. This position is responsible for strategic planning, budget planning, business planning, and operations of the business office. This position serves as an integral part of the Superintendent's Administrative Team. Such position is non-union, full-time, fifty-two-week commitment with an individual one-year contract, renewable subject to annual performance evaluations. A comprehensive fringe benefit package and annual salary commensurate with experience and education is authorized by the Board of Education.

QUALIFICATIONS:

Education:

- M.B.A. or M.A. in educational leadership, finance, business administration, accounting, or related field (preferred)
- Candidates holding a B.A./B.S. in a related field, combined with five or more years in a comparable position will be considered

Training and Experience:

- Experience working in school finance and/or accounting (CPA), Certified Management Accountant (CMA), Certified in Financial Management (CFM) is preferred
- Appropriate maintenance of administrative continuing education requirements and possession or eligibility for MSBO Chief Financial Officer certification
- Human Resources experience preferred

Demonstrated Technical Skills:

- Strong knowledge of GAAP and governmental accounting
- Demonstrated knowledge of the operation of computerized financial accounting systems and other standard software applications
- Experience in school financial management, governmental accounting, or nonprofit accounting preferred
- Possess excellent analytical, reasoning, and problem-solving skills
- Strong organizational and leadership skills

Human Relations Skills:

- Excellent communication (oral, written, and listening) and interpersonal skills to maintain effective relationships with stakeholders, including board members, , students, parents, and community members
- Ability to maintain the highest level of confidentiality, protecting privacy of personnel matters, contract negotiations, Board relationships, and subcontract bidding procedures
- Maintain discretion at all times
- Ability to effectively manage and lead business office staff

PRIMARY PERFORMANCE RESPONSIBILITIES:

- Direct, supervise, delegate to, and evaluate assignments for internal and external systems, programs, and services in the administration of the accounting operation, annual audit, payroll, treasury and cash management, budget management and implementation, risk management, purchasing, food service, preschool, childcare, paraprofessionals, and all applicable reporting requirements.
- Assume responsibility for budget development and long-range financial planning, including recommendations for budget shortfalls, cash flow, and investments
- Establish and supervise a program of accounting accurately to record in detail all fiscal transactions
- Supervise all accounting operations
- Manage the District's real estate and insurance programs
- Actively manage a budget control system that provides input flexibility resulting in feedback for administrative decision-making
- Provide input to the Superintendent on all questions relating to the business and financial affairs of the district, including membership estimates, fund balance outlook, board policy revisions, internal controls procedures, and human resources

- Assist in recruiting, hiring, training, supervising, and evaluating all business office personnel
- Arrange and coordinate the district's comprehensive annual audits.
- Interpret the financial concerns of the school to district shareholders.
- Supervise the accounts payable and the credit card purchasing system
- Assist the Operations department in developing bid specifications for district purchases and participate in negotiating the procurement of the supply/equipment from the vendors
- Provide financial data and projections to the Superintendent and the bargaining teams for the collective bargaining process with labor groups. Participate as financial representative for negotiation team
- Assist with the coordination of the employee benefits program
- Supervise building and program budget development, including all subsidiary funds (Athletics, Food Service, Student Services, Grants, Bond Fund and Capital Projects).
- Serve as a contributing member of the Superintendent's administrative team and relevant board subcommittees
- Maintain district property files and related transactions relative to such, including annual property appraisals, fixed asset reporting, insurance calculations of buildings, contents, deeds, sales & purchase agreements, and floor plans
- Cultivate and maintain lasting relationships with financial institutions, attorneys, realtors, city, county, and state contacts in the aim at sustaining and promoting the District's image of high standards as quality K-12 district
- Participate with county and state organizations in staying abreast of school finance reform and other district-related issues
- Coordinate tax collection procedures and communication with the cities/townships encompassing the District, including the legal responsibilities and timely reporting of the approved tax levies
- Coordinate, review, and continually evaluate internal controls relating to SAS 99 auditing standards
- Ensure that report formats meet all accounting, federal, state, local, and district reporting requirements
- Generate invoices pursuant to cooperative agreements including transportation, tuition, and shared staffing
- Acquire and maintain a thorough knowledge of all laws, rules, regulations, and policies pertaining to the financial affairs of the District and interpret such information for the boards and administration
- Responsible for maintaining financial software
- Performs other relevant duties as assigned by the Superintendent

APPLICATION PROCEDURE:

Tri County Area Schools uses the AppliTrack system from General ASP to manage employment applications online at <http://www.applitrack.com/maisd/onlineapp/>

Information regarding Tri County Area Schools is available at <http://www.tricountyschools.com>.