

## ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Chief of Finance and Operations

**DEPARTMENT:** Administrative Building

**REPORTS TO:** Superintendent

**Position Summary:** Under the direction of the Superintendent, serve as the Chief Financial and Operating Officer. Provide vision and leadership oriented to the mission of the district. Responsible for coordinating, directing and supervising the District's budget process, accounting/financial services, and operations. This includes responsibility for serving on the Superintendent's Cabinet, providing a high level of planning and management for the Operations Departments; including Construction, Maintenance, Custodial Services, Student Records/Information Systems, Risk Management, Transportation, Food Services, Facilities Scheduling, Energy Management and Technology departments.

### **ESSENTIAL FUNCTIONS:**

- Direct, review, analyze and interpret a variety of financial and management information; make recommendations in matters of fiscal impact such as budget, revenues, expenditures, enrollment projections, collective bargaining, school construction, levy and bond issues, legal issues, and risk management.
- Serve on the Superintendent's Cabinet, providing over-all leadership and direction to the district.
- With the Associate Superintendent, assumes responsibility for the district in the absence of the Superintendent.
- Direct and implement the district budget process. Understand and function effectively in areas of contracts, purchasing, liability and labor law.
- Knowledge of principles of accounting, budget and fiscal procedure and methods, laws, and regulations applying to school district accounting systems.
- Demonstrated competency in planning and managing with computer-aided systems for analysis and record keeping.
- Demonstrated experience and confidence with oral presentations, negotiations, written reports, and other forms of communication.
- Demonstrated skill in analyzing and evaluating logistics operations with ability to develop and implement corrective action to resolve problems and inefficiencies.
- Make periodic financial reports to the Board. Work with Program Review Teams and the District Budget Team to develop program priorities and budget recommendations.
- Determine operational policies, guidelines, priorities, and the scheduling ongoing and major projects. Consult, advise, develop, prepare, recommend and implement a fiscal policies and procedures.
- Determine system methods for financing major expenditures, bond sales, and spending priorities.
- Supervise the Finance Department which consists of Budgeting, Payroll, Accounting, Accounts Payable/Receivable, Purchasing and Warehousing.
- Supervise the Operations Department which consists of Maintenance & Operations, Custodial Services, Construction, Transportation, Food Services, Security, Facilities Scheduling, Energy Management, Student Records, and Technology Services.
- Supervise and evaluate staff.
- Develop skills and abilities of staff within the Finance and Operations departments. Scout, assess and integrate best practices and systems into all activities ensuring efficient, and legal and effective operations.
- Evaluate department strengths and weaknesses and develop goals/plans and systems that will improve department performance. Ensure proper quality control and performance standards are in place and that standards are met.
- Advise and assist other district administrators and staff to understand, plan and monitor their respective budget areas.
- Manage district Risk Management program. Review and audit incident and accident investigation reports for appropriate risk management action.
- Research and understand rules, regulations, legislation, technology and procedures governing school business and finance; the impact legislative and economic events.
- Attend all board meetings, preparing and sharing information related to all areas of responsibilities.

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- Coordinate with the District’s bond underwriter to market the District’s bonds, including presentations to rating agencies, tax rate planning, and bond sale strategies.
- Facilitate collaboration team-building at all levels, with sensitivity to diverse backgrounds, cultures, and viewpoints.
- Select and assign supervisory personnel. Review work performance; motivate, monitor, and evaluate staff.
- Represent the District on various internal and external boards, committees and functions as needed.
- Design technological systems for all district-wide management functions.
- Lead employee labor contract negotiations in conjunction with the Director of Employee Relations.
- Work with the Personnel Department to ensure staffing levels are maintained.
- Use technology for communication, presentations, trainings, and workshops.
- Perform other duties and responsibilities as the Superintendent may assign.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:**

**EDUCATION:** Masters Degree in business/public education administration.

**EXPERIENCE:** Five years of increasingly responsible experience in business and finance.

**CERTIFICATES & LICENSES:** Valid Washington State teaching and/or administrative certificate. Valid WA State driver’s license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**REQUIRED TESTING:** None Specified

**CONTINUING EDUC./TRAINING:** Maintaining current knowledge of technology programs, curricular requirements, and evaluation frameworks.

**CLEARANCES:** Criminal Justice Fingerprint/Background Clearance

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** Unrepresented

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date