

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

TITLE: Director of Finance

DEPARTMENT: Finance and Operations

REPORTS TO: Chief Operations and Finance Officer

POSITION SUMMARY: Under the direction of The Chief Operations and Finance Office, The Director of Finance is responsible for managing the district's finances, accounting systems and financial statements in accordance with GAAP and GAAS principles; interpreting laws and regulations pertaining accounting data; developing district budgets; serving as the District Audit Compliance Officer and Grants Administrator; monitoring the financial internal control structure of the organization; and for supervising the hiring, training, evaluation and discipline processes within the accounting and purchasing departments.

ESSENTIAL FUNCTIONS:

- With the Chief of Finance and Operations, 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, and risk management.
- Provides leadership and supervision for the, finance, accounting, operations, budgeting, fixed assets, records management and auditing functions of the district. Develop improvements to systems and procedures. Reviews and develops sound internal controls to protect district assets. Provides technical advice and direction; advises district personnel on process for budgeting and interpreting financial data.
- Provides direction, guidance and support to office managers and administrators regarding budgeting and accounting procedures. Monitor categorical programs to ensure compliance with statutory regulations.
- With the Chief of Finance and Operations work to define, operational policies, guidelines, priorities. Develop, and implement a fiscal policies and procedures. Oversee the development, implementation and monitoring of district accounting policies and procedures for the effective and efficient operation of the district. Coordinates the development of the business office operations manual, as well as ready –reference manuals for schools
- Reviews compliance with state guidelines to ensure maximum funding for the district in the areas of Vocational, Special Education, Transportation, K-3 enhancements, etc.
- Develops plans for the electronic transfer of information between departments and the integration of information into the district's data processing system to ensure accurate reporting. Oversee the development of training programs for building and department staff in the use of the district financial systems.
- Design technological systems for all district-wide management functions.
- Serve on WSIPC committees as needed to guide and direct development of the financial data processing system and to integrate it with the district accounting and budgeting systems.
- Research and implement rules, regulations, legislation, technology and procedures governing school business and finance.
- Serves as auditing officer for all district funds, supervises and audits to ensure reporting accuracy and proper expenditure.
- Oversees accurate and timely financial reporting for the state annual financial report (F-196), GAAP basis financial statements, the district annual report, grant activity schedule, cash position, and budget status reports.
- Supervise, evaluate, train and hire applicable accounting and purchasing positions.
- Demonstrate positive relationship skills with stakeholders, maintaining ongoing and open communication
- Use technology for communication, presentations, trainings, and workshops.
- 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: Master's degree in Accounting, Business or Public Administration

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EXPERIENCE: Experience in a large and complex organization, including a minimum of three years in a supervisory capacity. CPA preferred

Further, the individual will possess the:

- Thorough knowledge of State and Federal Laws relating to school district finance, accounting and budget development
- Strong supervisory skills and experience along with a high level of proficiency in data processing and accounting systems
- Must possess ability to analyze and interpret the law along with pertinent regulations
- Must be able to work well under pressure
- Knowledge of effective methods of program development, implementation, and evaluation
- Knowledge of effective supervisory methods, practices, and techniques
- Ability to work well with others and to promote a team environment
- Ability to prioritize and organize work and to work well under pressure
- Ability to use sound judgment, including appropriate handling of confidential matters
- Ability to analyze complex situations and synthesize diverse information
- Ability to conduct short and long term planning
- Ability to function in an environment characterized by potential for high levels of stress, absence of regular feedback, and infrequent recognition for positive work performance
- Ability to make effective independent decisions when situations requires
- Ability to establish and maintain effective working relationships with a variety of others both within and outside of the district
- Ability to facilitate conflict resolution
- Ability to communicate effectively, including preparing written documents and public speaking

CONTINUING EDUCATION/TRAINING: 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.

CERTIFICATES & LICENSES: At least one relevant technical certification preferred.

REQUIRED TESTING: None Specified

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).

Name (sign)

Name (print)

Date