

EXECUTIVE DIRECTOR, FINANCE AND BUSINESS SERVICES

Classification: Non-Licensed Administrator

Location: District Office

Reports to: Superintendent or Superintendent Designee

FLSA Status: Exempt

Employee Group: Executive Exempt

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Provides leadership and strategic vision to the District's financial management program.

Part II: Supervision and Controls over the Work:

Sits on the Superintendent's Executive Council and serves under the broad guidance and administrative supervision of the Superintendent or Superintendent's Designee. Is responsible for results in terms of effectiveness of planning, policies, and programs, and for achievement of district goals and objectives. Work is guided by, and must be in compliance with, federal and state law, generally accepted accounting principles, state auditor requirements, operational direction of the Superintendent or Superintendent's Designee, policy direction of the School Board, and compliance with state and local regulatory agencies.

Part III: Major Duties and Responsibilities:

1. Planning and Programming: Stays abreast of research on the changing nature of the profession, the field of public financial management, and changing national, regional and local trends that may impact program areas. Participates in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs. Uses forecasting tools and strategies to forecast resource requirements and to predict future needs. Anticipates and develops strategies and programs that respond effectively to anticipated needs and the changing educational environment. Maintains an active role in professional organizations at the local and state levels.
2. Financial Management and Strategic Planning: Advises the Superintendent, Executive Team and School Board on the financial needs and implications of District programs.

- a. Provides leadership in long-range financial planning to include development of local tax initiatives and strategies. Manages bonds to assure District maximizes its financial resources in marketing, retiring, and refinancing bond obligations.
 - b. Leads and directs the budget process; coordinates, plans, and oversees the development of the District budget, including the District Budget Committee; monitors budget expenditures to ensure compliance and a positive financial status.
 - c. Manages and maintains general ledgers for all district funds to include general fund, transportation fund, nutrition services, debt service fund, capital projects fund, and associated student body funds.
 - d. Oversees grant accounting records including expenditure reporting and auditing of expenditures to submitted budgets.
 - e. Performs a variety of revenue forecasts and cash flow analysis; prepares revenue and expenditure projections; invests funds for maximum return.
 - f. Advises Superintendent, Executive Team and School Board on a variety of business and financial matters.
 - g. Leads and participates in preparation of annual audited financial statements and all required footnotes and disclosures, annual budgets, month-end fiscal reports, quarterly financial reports to the School Board, and a variety of state required reports.
 - h. Compiles data, does research and analysis on specific areas of finance and presents reports to Administration and the School Board.
 - i. Reviews and develops internal control procedures and monitors compliance; provides liaison with local and state auditors.
 - j. Prepares and presents audit, budget, financial and other relevant reports to the School Board.
3. Oversees the District's risk management, purchasing, distribution center, nutrition services, free and reduced lunch program, payroll, accounting, employee benefits and the District's wellness program. Administers programs within approved budget parameters including allocation of staff (FTE) resources.
 4. Oversees and participates in preparation of staffing analysis and reports. Takes action, in concert with other District Leadership, to determine allocation and redirection of FTE and to level class sizes. Maintains and approves expenditures from all building, department and program budgets.
 5. Policy Formulation and Guidance: Recognizes the need for and formulates policies

necessary to implement educational goals and objectives and to assure effective implementation and operation of assigned programs. Establishes a system for periodic review of policies to determine when modifications are necessary to advance the goals of the department and to serve the overall needs of employees, managers and the organization.

6. Labor Relations and Collective Bargaining: Participates in the collective bargaining process to include identifying and researching bargaining issues related to the collective bargaining agreements. Assists in developing bargaining strategies and positions and participates as a member of the District bargaining team. Facilitates the Benefits Committee, focused on benefits cost containment with representation from all employee groups.
7. Program Direction and Staff Supervision: Oversees organizational management in all assigned areas. Assures that functions are effectively structured and work coordination procedures are in place to achieve a high level of integration and synergy across program functions. Approves position structures and operating practices essential to the development and delivering of quality programs and services. Recruits and assigns staff ensuring that they possess and practice the values necessary to achieving the level of program delivery and customer service that is essential to a highly effective organization. Assesses, evaluates, and provides for training and professional development of subordinate staff. Creates communication, collaboration and coordination processes that assure all staff is timely and effectively informed of department policies, issues, and guidance that their programs are expected to support. Establishes an environment in which all staff members are comfortable and forthcoming in sharing their ideas, needs and concerns, and in which the staff collaboratively works together to seek solutions and resolutions.
8. Program Evaluation, Analysis and Feedback: Establishes a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. At least annually, conducts a comprehensive assessment review of all programs to determine their level of effectiveness and contribution to the mission of the department and to identify problem areas, areas of high success, and areas in need of change. Prepares structured presentations to the Superintendent and other members of the Executive Team to share the program evaluation results.
9. Serves as a first responder to emergencies and serves in the evening, on weekends, and on holidays with little or no advance notice.

Performs other duties as assigned.

Part IV: Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

2. Master's degree or equivalent with a combination of education and experience in business, financial management, accounting, or related field.
3. Minimum of five (5) years of financial management, including responsibility for organization-wide budget preparation and financial reporting and analysis.
4. Leadership experience in the public sector, including direct supervision of multiple employees.
5. Strong analytical and problem-solving skills, and understanding of "client-centered" support and services.
6. Excellent oral, written, presentation, and interpersonal communication skills.
7. Ability to work both independently and cooperatively.
8. Ability to organize work, set priorities, and meet deadlines.
9. Ability to establish effective working relationships at all levels of the organization.
10. Ability to remain calm, deliberate, and tactful in stressful and emotional situations.
11. Experience in a highly unionized environment.
12. Valid state driver's license.

Part V: Desired Qualifications:

1. Oregon public school (preK-12th grade) financial management experience.
2. Knowledge of District specific technology.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment 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 essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than two (2) hours at a time, may lift objects repeatedly, and may undertake repeated motions.