

**RSU No. 5
JOB DESCRIPTION**

DIRECTOR OF FINANCE AND HUMAN RESOURCES

QUALIFICATIONS:

1. Degree in Business/Finance Management and /or Accounting or the proven experience with major emphasis in school finance and business administration field.
2. Demonstrated leadership skills as evidenced by a record of progressively responsible professional achievement.
3. Must hold or be able to obtain CHRC certification.

REPORTS TO: Superintendent of Schools

SUPERVISES: Finance and Human Resource personnel.

JOB GOAL: To administer the financial and business affairs of the district in order to provide the best possible educational services with the financial resources available.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the management of the financial affairs of the school district.
2. Assumes responsibility for budget development and management.
3. Establishes and supervises a program of accounting and payroll operations to record in detail all money and credit transactions.
4. Supervises the collection, safekeeping, and distribution of all funds.
5. Manages the school system insurance programs.
6. Maintains a complete and up-to-date inventory of all school property.
7. Advises the superintendent on questions relating to the business and financial affairs of the school system.
8. Trains, supervises, and evaluates all financial and human resource personnel and oversees the day-to-day operation of the Business Office.
9. Arranges for the internal auditing of school accounts.
10. Prepares monthly financial reports and others as requested.
11. Prepares or reviews financial reports required by the state and federal governments.
12. Attends Board of Directors meetings at the request of the Superintendent of Schools.
13. Administers system-wide competitive bidding, informal quotations, and negotiations to include all documents, i.e. Notices and instructions to bidders, specification and proposals.
14. Facilitates and assists the Board of Directors' Finance Committee.
15. Provides financial information needed by the Superintendent and Board of Directors during the collective bargaining process.
16. Ensures Business Office staff provide employee-oriented, high performance culture that emphasizes empowerment, quality productivity and standards, goal attainment and ongoing development of a superior department.
17. Oversees the balancing of bank statements for payroll, general funds, and student activity funds.
18. Maintains the financial computer system and assists other staff in its usage and development of

computer applications.

19. Ensures the monthly general ledger balances and all accounts are accurate.
20. Manages all school funds including general (local), donations, grants, enterprise, trust, revolving renovation and construction funds.
21. Contacts local banks for interest rates or bids, determines amount to be invested in certificates of deposit, repurchase agreements, and tracks interest earned; issues bonds and tax anticipation notes.
22. Keeps Superintendent of Schools informed of any significant areas of concern.
23. Remains current of all developments and innovations in the field by reading current literature, attending professional meetings and conferences as designated by the Superintendent.
24. Assumes responsibility for all pertinent laws, regulations, statutes, rules and policies affecting the operation of the school district as it relates to his/her areas of responsibility.
25. Assumes responsibility for the development, preparation, maintenance and implementation of all appropriate records, forms and reports that are related to his/her area of responsibility.
26. Performs other duties as assigned by the Superintendent of Schools.

LEGAL AND ETHICAL DUTIES :

1. Maintains confidentiality about all aspects of administrative work.
2. Meets and follows all laws and regulations at both the State and Federal levels.
3. Follows health and safety procedures established by the district.
4. Demonstrates dependability, integrity, and other ethical standards.
5. Follows the chain of command for various administrative procedures.
6. Observes all Board of Directors policies.

TERMS OF EMPLOYMENT: Twelve Month year; Salary and benefits will be established by the RSU No. 5 Board of Directors.

EVALUATION: Performance of this job will be evaluated by the Superintendent in accordance with this document and Board policy.

To perform successfully in this position, an individual must be able to perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Signature: _____ **Date:** _____

Original to Personnel
File Copy to Employee
Adopted: 5/27/09
Revised: 2/9/23