ASSISTANT SUPERINTENDENT OF FISCAL SERVICES AND HUMAN RESOURCES

POSITION: Assistant Superintendent of Fiscal Services and Human Resources

REPORTS TO: Superintendent of Schools

LOCATION: Department of Fiscal Services

NATURE OF WORK:

ESSENTIAL FUNCTIONS:

DUTIES AND RESPONSIBILITIES:

▪ Serves as principle advisor to the Superintendent of Schools of Schools in all matters related to the total school budget;
▪ Oversees and provides direction to the Department of Fiscal Services (budget development, finance, accounting, auditing, payroll, purchasing, data processing, risk management and liability and loss control);
▪ Provides direction and support to other departments and school sites in preparing and administering the total school budget;
▪ Maintains records of all insurance programs and provides leadership in developing and administering the system’s risk management program;
▪ Coordinates the compilation of financial data for local, state, and/or federal agencies;
▪ Directs fund management, position management, accounts receivable, annual budget preparation and monitoring, and procurement of equipment and supplies;
▪ Ensures financial compliance with county, state, and federal laws and regulations;
▪ Coordinates special projects that may include research and/or program enhancements in areas relating to budget development and finance;
▪ Assists principals and other department or site leaders in implementing and monitoring their budget expenditures;
▪ Coordinates the development of the budgeting process for the school system;
▪ Serves on Board of Education teams in negotiations with employee organizations;
▪ Assists with the development of new policies, reviews current policies, rules, and procedures and recommends changes to the Superintendent of Schools;
▪ Provides timely information to the Board of Education, governmental agencies, school system staff members, business leaders, parents, and community members;
▪ Makes recommendations to the Superintendent of Schools and others to strengthen and refine the budget development and financial procedures of the school system;
▪ Represents the school system on various public committees;
▪ Represents the school system at public hearings, County Commissioner meetings, work sessions and other meetings, as appropriate;
▪ Testifies before the Board of County Commissioners, Board of Education, and other governing Boards, as appropriate, on financial and personnel matters;
▪ Supports the financial, human resources and school system goals of the Superintendent of Schools;
▪ Oversees and provides direction to the Department of Human Resources (personnel support for certificated and non-certificated employees, employee performance issues, training, certification, investigations, contract resolution, and document retention);
▪ Administers federal, state, and local compliance on Human Resources policies, practices, and procedures;
□ Assists with the development and implementation of the school system’s minority recruitment plan to include partnerships, recruiting initiatives, communication, and data;
□ Provides support and direction to other departments and school sites in the application of Human Resources policies and practices with our employees; and
□ Interacts with the association representatives concerning employee issues.

QUALIFICATIONS:
□ Possess a bachelor’s degree or higher in education, business administration, accounting, finance, or related field (CPA preferred);
□ Minimum of five (5) years of direct experience in fields of budget, finance, and technology in the public or private sector;
□ Demonstrated leadership and administrative abilities in the area of budget development and finance;
□ Proven ability to oversee staff and build consensus among professionals unfamiliar with financial management;
□ Possess knowledge of county, state, and federal regulations pertaining to public education finance and budget development;
□ Demonstrated proficiency in the use of personal computers and software related to job responsibilities;
□ Demonstrated experience in implementing a financial, payroll and personnel management information system; and
□ Demonstrated skill as an articulate and persuasive communicator, both orally and in writing.

TERM OF EMPLOYMENT:
Full-time twelve-month position.

SALARY GRADE RANGE:
The salary for this EXEMPT position will be based on SMASA salary schedule for eleven and twelve-month employees – Range I.

BARGAINING UNIT ELIGIBILITY: Confidential - Exempt