Adams 12 Five Star Schools

Job Description
Prepared/Revised: July 2026

Job Title:	**Director, Finance**	Job Code:	**5032**
Job Family:	**Non-Certified**	FLSA Status:	**Ex – A**
Pay Program:	**Administrative**	Pay Range**:**	**L20**
Typical Work Year:	**12 months**		

SUMMARY: Responsible for providing leadership in developing, supporting, communicating, aligning, calibrating, and maintaining excellence in all financial, budget, and accounting functions of the district. Works to continuously improve upon the soundness and compliance of district's financial policies and procedures; develops and promotes positive relationships with various community and school clientele.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for initiating and implementing sound management practices to manage and direct the accounting, accounts payable, budget, investment and payroll functions. Responsible for directing the accounting practices and policies of the district to ensure that all financial records are maintained in accordance with generally accepted accounting principles, Board of Education policies and federal, state and local laws or regulations. Responsible for staying abreast of new and proposed accounting principles, regulations, and legislation. Responsible for ensuring the proper maintenance of control systems in order to safeguard district assets. Work to identify, adopt, and implement prevailing business practices in order to improve operational efficiency and effectiveness.	D	15%
2. Responsible for the preparation of all financial statements, reporting, and projection of balances and other necessary reports for submission to management, Board of Education, and other regulatory and advisory agencies. Manage and analyze district financial data to ensure informed decision making, though the use of district information technology systems. Prepare and submit, in an accurate, complete, and timely manner, all reports for the Colorado Department of Education.	M	15%
3. Responsible for timely and accurate completion of the District's Annual Comprehensive Financial Report in conformity with generally accepted accounting principles and Governmental Accounting Standards Board, monthly financial reporting, fixed asset accounting, and other reports as necessary. Primary liaison with independent and governmental auditors.	D	15%
4. Manage execution of the district's system of budget administration, preparation, control, and reporting. Oversees the development, communication, and maintenance of the district's budget development calendar, division allocations, and equitable school allocations in compliance with state and federal law. Develops and oversees financial analysis of monthly payroll and forecasts, and validates all position control requests. Requires constant collaboration with human resources to ensure budget alignment to position requests before staffing decisions are executed within the organization.	D	15%
5. Responsible for the district's cash management functions, including control of investment securities and cash flow analyses of all funds.	D	10%
6. Directs human resource activities for budget, payroll, accounting, and accounts payable staff; hire, direct, mentor, discipline, and terminate; accordingly ensure professional development and conduct evaluations. May be responsible for review, approval, and verification of reported time in district time and labor system. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	D	10%
7. Responsible for assuring that the financial information system supports the district's accounting requirements. Responsible for evaluating and developing enhancements to existing financial information systems and reporting in order to improve operational efficiencies, including the recommendation of new and innovative technology.	D	5%
8. Responsible for Board of Education policies pertaining to accounting and internal controls are implemented and enforced. Responsible for recommending and implementing changes as appropriate.	A	5%

9. Participates, as determined by the Chief Financial Officer, as a representative on district and out-of-district committees.	M	5%
10. Performs other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:
- Bachelor's degree from an accredited college or university in accounting, finance, or related field.
- Master's degree preferred.
- Minimum of five (5) years of experience in accounting. K-12 school district or governmental agency experience preferred.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.
- Certified Public Accountant certification preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Strong interpersonal relations, communication, and analytical skills and abilities.
- Intermediate microcomputer and spreadsheet (Microsoft Excel) skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Knowledge of and ability related to management, accounting and multi-tasking.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:
- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, and Google Applications.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within (2) months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Financial Officer (CFO)	3091

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Accountant	4	3052
	Accountant, Senior	1	5101
	Bond Accountant	1	3050
	Grant Accountant	2	3118
	Manager, Accounting	1	3051
	Manager, Budget	1	3053

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training, and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:
- Assist the CFO in development of the department budget for Financial Services.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and*

mental functions described below 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.

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	