



BUSINESS SERVICES

Finance Officer

Stewarding public resources with accuracy, transparency, and long-term financial discipline.

This full-time salaried position provides leadership for the district's financial operations and personally carries out many core financial functions. The Finance Officer leads budgeting, accounting, financial reporting, payroll finance, purchasing controls, cash management, audit preparation, and financial systems while also coordinating employee benefit finance, investments, debt accounting, grants and program finance, and related federal and state financial compliance.

Position at a Glance

EMPLOYMENT Full-time 12-month Salaried	REPORTS TO Superintendent
DEPARTMENT District Office	SUPERVISES None
WRITTEN AND REVISED September 2026	JOB EVALUATION DATE TBD

Role Focus

20%	BUDGET DEVELOPMENT & PLANNING Budgets, forecasts, levy requirements, and financial analysis
20%	ACCOUNTING & FINANCIAL REPORTING General ledger, closing, reconciliations, and reporting
20%	COMPLIANCE & AUDIT Federal and state reporting, regulatory compliance, audit coordination, insurance, and financial records
14%	PAYROLL FINANCE, BENEFITS & TRANSACTIONS Payroll finance, benefits, transactions, and required payroll/benefit filings
10%	PURCHASING & CASH MANAGEMENT Procurement controls, banking, investments, and internal controls
10%	GRANTS & PROGRAM FINANCE Restricted funding, reimbursements, School Nutrition, and program financial compliance
5%	FINANCIAL SYSTEMS & SUPPORT Technology, procedures, staff guidance, and operational continuity
1%	DEBT & LONG-TERM FINANCING Bond accounting, debt administration, financing coordination, and related reporting

Qualification Snapshot

EDUCATION Bachelor's degree in accounting, finance, business administration, or a related field.	EXPERIENCE Progressively responsible experience in school finance, governmental accounting, budgeting, audit, payroll finance, purchasing, or related financial work preferred.	KNOWLEDGE Governmental accounting, Minnesota school finance, UFARS, GASB, financial systems, internal controls, and applicable federal and state requirements.	TECHNOLOGY Proficiency with Microsoft Word, Excel, PowerPoint, Google Sheets and other Google Workspace applications, accounting and payroll systems, and web-based financial applications.
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Core Capabilities

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| <ul style="list-style-type: none">• Knowledge of accounting, budgeting, payroll finance, purchasing, investments, cash management, and Minnesota school finance.• Ability to maintain accurate records and reconcile complex financial accounts.• Ability to interpret policies, procedures, contracts, accounting standards, and reporting requirements. | <ul style="list-style-type: none">• Excellent written, verbal, interpersonal, and organizational skills.• Ability to analyze financial data and explain impacts, options, and recommendations.• Ability to administer and improve financial systems, business processes, and internal controls.• Ability to meet deadlines and manage multiple priorities. |
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01 Budget Development & Planning**20%***Annual budgets, forecasts, analysis, levy requirements, and long-range fiscal stewardship*

- Leads development, implementation, monitoring, and revision of the districts' annual budgets in collaboration with the Superintendent and administrators.
- Prepares multi-year financial projections and analyzes revenues, expenditures, staffing costs, enrollment, fund balances, and other factors affecting long-term financial sustainability.
- Monitors budget-to-actual results, identifies significant variances, and evaluates potential budget changes and funding options.
- Coordinates levy certification, Truth in Taxation requirements, and other statutory budget and property-tax reporting.
- Prepares and presents budget information, financial reports, forecasts, and analyses to the Superintendent, Finance Committee, School Board, and other stakeholders.

02 Accounting & Financial Reporting**20%***General ledger integrity, reconciliations, closing, statements, and decision support*

- Maintains accurate accounting records and the district chart of accounts in accordance with GAAP, GASB, UFARS, Board policy, and applicable requirements.
- Performs month-end and year-end closing processes, including reconciliations, schedules, accruals, receivables, transfers, and other required entries.
- Reviews and records accounting transactions and maintains appropriate documentation, coding, and financial master data.
- Prepares periodic financial statements, budget-to-actual reports, supporting schedules, and analyses for administration and the School Board.
- Monitors changes in governmental accounting standards and implements required accounting and financial reporting changes.

03 Compliance & Audit**20%***Federal and state reporting, regulatory compliance, audit coordination, insurance, and records*

- Coordinates annual audit preparation and provides schedules, reconciliations, confirmations, records, and supporting documentation to the independent auditors.
- Completes and coordinates required federal, state, and other governmental financial reports, filings, and regulatory submissions, except retirement reporting.
- Monitors changes in federal and state laws, regulations, agency requirements, and reporting requirements affecting District financial operations and implements necessary compliance procedures.
- Coordinates District insurance renewals and coverage and related financial responsibilities.
- Assists with public data requests involving financial records and provides financial information to governmental agencies and other authorized parties.

04 Payroll Finance, Benefits & Transaction Processing**14%***Payroll finance, employee benefits, payables, receivables, and required reporting*

- Coordinates payroll and employee benefit financial functions with the Payroll/HR Assistant, including financial coding, reconciliations, and implementation of negotiated and other approved compensation and benefit provisions.
- Coordinates HITA, benefit renewals, open enrollment, and related employee benefit administration and serves as the primary financial resource for benefits.
- Completes required payroll, tax, and benefits filings, including payroll tax reports, W-2s, 1099s, ACA compliance, Pay Equity, and other assigned federal and state reports.
- Administers accounts payable and receivable processes and maintains appropriate supporting documentation and controls.
- Prepares staff cost analyses and negotiation costing for bargaining and non-bargaining employee groups.

05

Purchasing & Cash Management

10%*Procurement compliance, cash, banking, investments, and stewardship of public funds*

- Administers purchasing and procurement procedures and provides guidance to staff regarding Board policy, state law, federal requirements, and applicable procurement regulations.
- Reviews purchase orders and expenditures for appropriate coding, funding, documentation, and procurement requirements; purchase approval remains with the appropriate supervisor.
- Manages District cash resources, banking relationships, deposits, disbursements, and investments in accordance with Board policy and applicable statutes.
- Maintains appropriate separation of duties and develops, implements, documents, and improves internal financial controls that safeguard District assets.
- Reviews financial terms of contracts, agreements, purchases, and other business transactions and provides financial, funding, or procurement guidance when needed.

06

Grants & Program Finance

10%*Restricted funding, reimbursements, School Nutrition, and program financial compliance*

- Administers the financial aspects of federal, state, and local grants and special revenue programs, including budgets, coding, reimbursement requests, financial reporting, and supporting documentation.
- Coordinates ESEA and other assigned grant budgets and reimbursements and monitors expenditures for compliance with funding restrictions and approved uses.
- Provides financial oversight of School Nutrition and supports financial and procurement compliance for child nutrition programs, including required claims and financial reporting.
- Assists administrators in identifying appropriate funding sources and financial requirements for programs, purchases, and restricted expenditures.
- Prepares and maintains financial documentation supporting program reviews, reimbursement claims, and other program compliance requirements.

07

Financial Systems & Support

5%*Technology, procedures, staff guidance, and operational continuity*

- Administers, evaluates, and improves financial systems, spreadsheets, reporting tools, business processes, and internal procedures; does not develop or configure software applications.
- Implements procedural and system-related changes required by legislation, Board policy, technology, or District operational needs.
- Provides financial procedure, UFARS coding, system, and funding guidance to administrators and staff.
- Maintains financial procedures and documentation and supports cross-training and continuity of business office functions.
- Represents the District in financial matters with auditors, governmental agencies, financial institutions, consultants, vendors, and other external partners.

08

Debt & Long-Term Financing

1%*Bond accounting, debt administration, financing coordination, and related reporting*

- Coordinates bond accounting, debt administration, debt payments, financial reporting, and ongoing financial compliance related to debt and financing agreements.
- Serves as the District's financial liaison with municipal advisors, bond counsel, financial institutions, rating agencies, auditors, and other financing professionals.
- Provides District financial information and participates in rating calls, financing analyses, and other activities related to bond issues and long-term financing.

09

Professional Context

Decision-making, working relationships, working conditions, physical effort, and mental effort

Decision-Making, Freedom to Act, and Major Challenges

The Finance Officer uses independent professional judgment, experience, accounting standards, District policies and procedures, contract language affecting financial transactions, and state and federal requirements when carrying out assigned responsibilities and resolving financial issues. The position provides objective financial analysis and recommendations within delegated authority. Material exceptions, policy questions, and decisions beyond delegated authority are referred to the Superintendent.

Working Conditions

Work is performed primarily in a typical office environment and may include meetings outside normal business hours and concentrated work during budget, payroll reporting, levy, year-end, grant, and audit deadlines.

Physical Effort

The position requires extended periods of sitting and repetitive use of computers and other office equipment, with occasional movement of records, supplies, and files.

Mental Effort

The position requires sustained concentration, numerical accuracy, confidentiality, organization of complex records, and completion of time-sensitive work despite frequent interruptions. The Finance Officer must manage multiple priorities, analyze financial data, resolve discrepancies, interpret requirements, and meet recurring statutory and operational deadlines.

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Accountability & Expected Outcomes

Position accountability and annual performance expectations

Supervision of Others

The position does not supervise other employees.

Machines, Tools, Equipment, Electronic Devices, and Software

Operates computers, calculators, scanners, printers, and other office equipment and uses Microsoft Word, Excel, PowerPoint, Google Sheets and other Google Workspace applications, accounting and payroll systems, databases, banking platforms, and web-based financial and governmental reporting applications.

Job Outcomes

- Maintains accurate, complete, secure, and auditable financial records and completes required financial processes and reporting accurately and on schedule.
- Provides timely, understandable financial information and analysis to support informed administrative and School Board decisions.
- Maintains District financial operations in compliance with UFARS, GASB, applicable laws and regulations, grant requirements, Board policies, and financial procedures.
- Supports responsible stewardship of public funds through sound budgeting, financial planning, cash and investment management, procurement compliance, and effective internal controls.
- Maintains reliable financial systems, procedures, and documentation while providing responsive, confidential, professional, and cooperative support to staff and District operations.

Position Description Statement

This description summarizes the general nature of the work expected of an individual assigned to this position. Employees may be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.