

Meeker School District Re-1

Job Description



Title: Finance Director/BOE Secretary
Department(s): Administration/Business
Reports to: Superintendent
Work Year: Year Round

Job Summary:

The Director will manage and oversee budget development processes, and long and short range planning. The Director will manage and oversee budgeting, insurance and risk management, capital improvements, to include researching and collaborating with employee groups and determining best practices. The Director will provide assistance in analyzing budget development and budget oversight, to include developing, analyzing, and providing assistance and making recommendations to ensure compliance with the adopted process.

The Board of Education Secretary will assist the Superintendent with Board Agendas, minutes and official transmission of board meeting content. The Director will attend all board meetings to record the minutes, conduct roll for action items, report up-to-date financial data and present official documents needed for signing.

Supervision:

This position will assist with managing the business, financial and administrative function within the department, and supervision of all Finance, Human Resource, and Secretarial Staff.

Summary of essential job function:

1. Financial Planning and Budgeting. Provides organization for, prepares, and monitors the budget. Continually communicates and informs the school board, the staff, and others about the budget and its changing status.
2. Fiscal Accounting and Financial Reporting. Provides organizational structure, personnel procedures, monitoring and appraisal for the fiscal accounting system; keeps the Superintendent and the Board of Education informed of the financial conditions. Prepares financial reports for the Board of Education and the Colorado Department of Education.
3. Cash Management. Establishes, monitors, and appraises cash investment program and procedures. Communicates activity and results of the investment program to the Superintendent and Board of Education.
4. Fiscal Audits and Reports. Provides for effective internal controls and accurate, legal, proper and complete financial transactions. Continually monitors fiscal records, transactions, entries and statement for regularity and accuracy. Provides for and communicates results of an independent audit of financial operations.

5. General Management. Serves as a contributing member of the Administrative Leadership Team who honors collegiality interactions and respects confidentiality of sensitive issues and topics. Develops a comprehensive plan, provides the organizational structure and personnel, coordinates work activities, and creates a positive work climate for the school district.
6. Pupil Counts. Provides organization, structure, personnel, procedures, monitoring and appraisal for the October 1 pupil count. Communicates results of the count and its implications on funding with the Superintendent and the Board of Education and aids in the annual state audit of the pupil count.
7. Enrollment Projections. Prepares and annually updates a projection of the student enrollment by building, including advancement of existing students as well as projections of new developments. Reviews and adjusts the projection based upon input by the Board of Education, Superintendent and the Administrative Team.
8. Insurance and Risk Management. Develops, implements, appraises and adjusts a comprehensive plan and control system for meeting insurance needs. Manages, assigns responsibilities for, organizes staff to perform the work activities of and informs staff about insurance programs.
9. Capital Improvement Management. Prepares and annually updates the plan for financial capital improvements. Determines methods, procedures, and control systems for, appraise and verifies appropriate spending in the capital improvements and debt service programs.
10. Legal Control. Provides input into and the implements Board policy pertaining to financial affairs. Participates in legal discussions regarding estate transactions. Participates in the opening of bids and awards of contracts for construction, furniture fixtures, equipment and supplies.
11. Office Management. Develops, implements, appraises and adjusts a plan for staffing and operating the business office. Provides appropriate office forms; selects business office furniture and equipment.
12. Educational Resource Management. Prepares, in cooperation with the Superintendent and Administrative Team goals, objectives, and a chart of accounts for the school business operations program in order to carry out the school district program structure. Prepares and annually updates financial projections and continually evaluates the effectiveness of resource allocation and utilization for all school district programs.
13. Student Activity Funds. Develops, utilizes, appraises and adjusts accounting procedures, records and controls for school activity funds. Guides fund managers in legal and regulatory responsibilities relative to correct management of activity funds.
14. Property Management. Develops, implements, appraises and adjusts property management and utilization of school property programs. Maintains and monitors a property accounting system and up-to-date inventory record of school property owned and/or used by the school district.
15. Data Processing. Develops, implement, appraises and adjusts a plan to meet the data processing needs of the school business operations and a plan for

employing, orienting, and evaluating. Assigning work activities to and managing data processing staff. Informs staff about planned activities and accomplishment of the data processing program.

16. School District Election. Act as the school district election official, plans and implements activities for the school district elections.

Qualifications and Experience

- Degree in Business Administration, finance, accounting, education or a minimum of 5 years in related field (three of those in a leadership position).
- Experience in K-12 education-related financial functions.
- Knowledge of financial planning, budgeting, accounting, and fiscal reporting related to school, district, governmental policies and regulations.
- Strong oral and written communication skills; requires the ability to record and deliver information and explain procedures in a variety of technical and professional languages.
- Operating knowledge of Microsoft Office Suite, fax, and phone systems.

Clearances

- Criminal Justice Fingerprint/Background Check.

Physical Demands

- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

Work Environment

- The noise level in the work environment is usually quiet.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.