

DOLORES SCHOOL DISTRICT RE-4A**Position Title:** Finance Director

Reports to: Superintendent of Schools

POSITION SUMMARY

Responsible for the overall business services and operations of the District; responsible for all financial records and reporting; serves as a resource to administrators and directors for budget and financial functions; oversees and supervises District payroll functions; develop and implement business services which align with Board Of Education goals; assists the Superintendent in the overall operation of the District.

TYPICAL RESPONSIBILITIES

- Oversees the accounting functions of all district funds.
- Responsible for the preparation of all budgetary and financial reports that go to the Superintendent, Board of Education and state/federal agencies. Coordinate the preparation of budgets and salary schedules with the Superintendent.
- Supervises the District payroll functions and maintenance of payroll records to insure compliance with all state and federal laws and regulations.
- Supervises the preparation of state and federal tax reports.
- Responsible for all employee benefits programs. Provide financial advice on the District benefits programs to be within the projected budget. Coordinates employee orientation. Responsible for the writing of the District's 403(b) Plan per IRS regulations.
- Responsible for the real and personal property control and record keeping for the District.
- Works with auditors to provide them with all financial records relating to the District. Responsible for transmitting all financial reports to CDE.
- Attend monthly board meetings and submit a monthly account of bills paid and financial statements to the Superintendent and each Board Member.
- Responsible for workers comp and reporting of injuries and annual audit reports.
- Responsible for all Medicaid financial reporting – quarterly and annually; responsible for annual MESH report to CDE and works with school nurse to write 5-year Medicaid Local Services Plan.
- Responsible for NCLB financial reports and budget report for annual Consolidated Plan.
- Writes annual e-rate application for funding reimbursement and request reimbursement on a quarterly basis.
- Responsible for making sure all records are kept on file for 3-year audit by CDE for pupil count, transportation and food service.
- Works with the Transportation Director on the CDE-40 transportation report. Requests Motor Vehicle Records on all staff per insurance requirement.
- Oversees purchasing and contracting for the District;
- Follows established procedures for emergencies;
- Performs other related duties as assigned or requested.

POSITION REQUIREMENTS

MINIMUM EDUCATION

2-years business/accounting

Five (5) years experience with K-12 School District Central Office Administration or school finance administration, or other governmental agency experience preferred.

Advanced experience in organizational planning, school district management, communications, governmental accounting, school finance, and funding preferred.

SKILL REQUIREMENTS

Knowledge of accounting and knowledge of financial management software programs;
Ability to work effectively in administrative team situations;
Able to handle constant interruptions;
Computer skills;

GENERAL EXPECTATIONS

Is flexible

Has the ability to work cooperatively with supervisors and coworkers

Has the ability to understand and follow complex oral and written instructions

Has the ability to effectively communicate with the school and School District community as well as the public at large

Has the ability to meet attendance standards and work the hours necessary to perform the essential functions of the job

Maintains a generally positive attitude

Observes all district policies and procedures