

SOUTHWEST REGION SCHOOL DISTRICT VACANCY ANNOUNCEMENT

POSITION TITLE: Director of Finance/Business Manager
POSITION LOCATION: District Office, Dillingham, AK
OPENING DATE: May 19, 2021
CLOSING DATE: until filled
SALARY: Salary DOE

QUALIFICATIONS:

1. Bachelor's degree in accounting, business administration or related field preferred.
2. A minimum of (3) years experience governmental or public accounting preferred.
3. School district financial management experience preferred.
4. A combination of experience and education may be considered at the discretion of the District.
5. Familiarity with Alaska EED Uniform Chart of Accounts.
6. Proficiency in Microsoft Office applications, especially Excel and Word and proficiency with ACCUFUND or other fund accounting software.
7. Knowledge of all aspects of human resource management as they relate to the business office.
8. Knowledge and understanding of payroll, and budget preparation and analysis.
9. Organizational ability to meet reporting deadlines as required.
10. Hours outside the normal business day will be required at times.
11. Ability to work independently and to prioritize workflow requirements.
12. Ability to communicate openly and effectively in a positive manner.
13. Ability to maintain confidentiality.
14. Supervisory experience required.

DUTIES AND RESPONSIBILITIES:

1. Maintains sound fiscal policies and procedure in compliance with all applicable state and federal laws and regulations and District policies.
2. Directs all financial services for the District consistent with educational goals set by the regional school board, including payroll, purchasing, accounts payable, students activities accounting, contract bids and awards.
3. Monitors revenues and expenses throughout the fiscal year to ensure compliance with budget constraints as approved by the Board of Education and the Superintendent.
4. Attends school board meetings and meets with auditors, Superintendent, and Board of Education as required.
5. Provides monthly and annual financial reports to the Board of Education.
6. Prepares annual budget in accordance with educational priorities and requirements, available funds and staff with notice and advice to Superintendent.
7. Participates on District-level Leadership team regarding program priorities and policies.
8. Able to prioritize tasks and perform under tight deadlines, and with little external supervisory structure.
9. Reviews financial reports with directors, principals, and supervisors monthly and prepares budget revisions as needed.
10. Prepares multi-year spreadsheets to track revenue and expenditure trends and provide predictive analysis tools.
11. Supervises, trains and evaluates all Business Office staff.
12. Oversees risk management program for the District for students and staff.
13. Provides for fiscal tracking and reporting for all Federal and State Grants, CIP Funds, Student Activity Funds and Gaming Accounts.
14. Monitors and reconciles all bank accounts and trust funds.
15. Maintains a computerized financial accounting system that enables compliance with generally accepted accounting principles as well as state and federal reporting requirements.

16. Supervises and monitors the annual district audit and ensures compliance with State and Federal laws, regulations and requirements for audited financial statements.
17. Maintains continuous knowledge of all applicable educational compliance requirements and regulatory provisions.
18. Attends professional conferences as required.
19. Provide training in the area of school finance/business tools to the Board of Education, Community School Committee Members, and District Staff, as needed.
20. Other duties and responsibilities as assigned by the Superintendent.

Reports To: Superintendent

FOR MORE INFORMATION OR TO APPLY PLEASE CONTACT:

Steve Noonkesser, Superintendent
OR
Barbara Andrew, Personnel Officer
(907) 842-5287