



SPRINGFIELD SCHOOL DISTRICT JOB DESCRIPTION

Job Title:	Director of Financial Services
Reports To:	Chief Operations Officer
FLSA Status:	Exempt

Position Summary

This position plans, directs, supervises and reviews the activities and operations of the Financial Services Department, the Payroll Department, and the Benefits Department, including direct supervision of payroll, benefits and financial services staff and associated student body bookkeepers. Indirect reports may include the Nutrition Services Supervisor and Print Services Supervisor. This position is the subject matter expert for accounting functions and the reporting system portions of payroll, benefits and business information management systems and provides professional and strategic analysis, as well as counsel to the Chief Operations Officer, Superintendent, Budget Committee and School Board. This position reports to the Chief Operations Officer.

Essential Duties and Responsibilities

Employees in this position perform some or all of the following tasks. Other related duties as assigned.

1. Under the guidance and direction of the Chief Operating Officer, plans and supervises the development of District-wide operating and capital budgets.
2. Plan, organize, and supervise the day-to-day operations of the Financial Services, Payroll and Benefits departments.
3. Manage the District's cash flow by analyzing receivables and revenues, authorizing the release of funds for cash disbursements, and reviewing budgets.
4. Supervise the monitoring of district wide financial data to ensure compliance with accounting standards, as well as pertinent laws, policies and procedures.
5. Supervise classified, confidential and supervisory staff; supervisory duties include instructing, planning and assigning work, maintaining standards, coordinating activities, selecting new employees, acting on employee problems, and recommending employee discipline and discharge as appropriate.
6. Evaluate the work of subordinates for completeness and accuracy; offers advice and assistance as needed.
7. Conduct short and long range analysis and projections of District income and expenditures.
8. Analyze growth, development, and changes likely to affect District operations.

9. Resolve complex accounting problems and develops, recommends and facilitates the implementation of new or revised accounting systems and related management policies, practices and procedures.
10. Analyze the impact of proposed changes in operating programs and legal mandates on accounting systems and designs accounting systems to ascertain accounting data and reporting requirements.
11. Write reports and correspondence containing descriptive, analytical and evaluative content including the preparation of projections, conclusions and recommendations for accounting and financial systems.
12. Direct the annual audit; prepare work plans and schedules; coordinate audit process with external auditors, schools and departments; ensure the timely production and filing of all financial reports in accordance with State law and professional requirements.
13. Responsible for the preparation, documentation, and compilation of the Annual Comprehensive Financial Report.
14. Employs judgement in application of accounting principles engaging with external advisors, where appropriate.
15. Provide oversight of the district's P-Card program including issuance and use of cards.
16. Review and recommend action on proposed and approved legislation and regulations related to school funding and financial matters, as well as matters related to payroll and benefits changes.
17. Design financial models, create and/or evaluate proposals for changes in financial operations.
18. Develop, establish, enhance, and review district financial internal controls through policies, procedures and guidelines. Identify weaknesses in internal controls, evaluate risks, propose solutions and implement solutions.
19. Supervise associated student body accounting and provide technical assistance and training as needed.
20. Provide technical consulting services to schools and departments; advise schools and departments, other agencies, and the public of the District's financial and accounting policies and federal and state statutes.
21. Work with principals, directors and finance professionals to resolve sensitive financial issues.
22. Manage a comprehensive program to train district staff in payroll, benefits and financial systems, procedures, budgets and fund management to ensure the integrity of accounting data so that decision makers have accurate information.
23. Evaluate the effectiveness of district wide financial operations and structures, assist in the development and implementation of financial goals, policies and procedures; develop financial procedures.
24. Document and maintain fiscal procedures for schools and departments.
25. Identify changing systems and business process needs due to legal changes, changes in accounting standards or budgeting and funding issues. Coordinate with staff to ensure the timeliness, accuracy and efficiency of implementation.
26. Oversee the integrity of costing models used in employee group negotiations; if requested, serve on district negotiations teams.

27. Manage highly complex projects as assigned; provide staff assistance to the Superintendent's Cabinet, Budget Committee, and School Board in the development and implementation of payroll, benefits and financial services, including political strategies.
28. Work with Department of Education and other agencies on issues related to payroll, benefits, and funding and accounting.
29. Act as an advisor to the Chief Operations Officer and Superintendent on payroll, benefits and financial matters of the District.

Minimum Qualifications

Education/Experience

- Bachelor's Degree from an accredited college or university in finance, accounting, public administration, management, business, or a closely related field; **AND**
- A Certified Public Accountant (CPA) license; **OR**;
- A Certified Management Accountant (CMA) certification; **AND**
- Seven (7) years of increasingly responsible experience in public financial management with budgeting, accounting, auditing, including five (5) years of supervisory responsibility.

Desired Qualifications

- Master's degree from an accredited college or university in finance, accounting, public administration, management, business, or a closely related field.

Knowledge, Skills & Abilities *(May be acquired through education, training, and/or experience)*

Knowledge of: principles and practices of public financial management, including governmental accounting, auditing, financial reporting, payroll, accounts payable, accounts receivable, budgeting, internal control structures and applicable audit procedures. Knowledge of pertinent Federal, State and local laws, codes and regulations, including laws relating to public finance, fiscal operations and government standards and practices (ethics). Demonstrated knowledge of Oregon's Local Budget Law. Ability to present technical information and data in an effective manner and prepare complex financial statements, reports and analyses.

Ability to: Work well with others from diverse backgrounds. Ability to successfully and appropriately communicate and work with students, staff, parents and community members. Ability to proactively problem solve and facilitate difficult conversations. Ability to maintain a high level of customer service skills and a problem-solving approach. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram and schedule form. Strong computer skills required. Ability to utilize all appropriate software applications, e-mail, spreadsheets and document processing. Maintain business information systems for accounting and reporting. Analyze the flow of information and develop internal procedures for staff to facilitate the timely and accurate entry of financial records. Identify necessary changes in business processes to ensure efficient workflow and the best utilization of system capabilities to fit the District's business needs.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, kneel, crouch, use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance and smell. The employee must regularly lift and/or move up to 25 pounds and occasionally more than 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard office position with work and environment primarily in an indoor setting. The noise level in the work environment is usually low to moderate. The employee may be exposed to blood borne pathogens and bodily fluids.