

Walla Walla Public Schools

Director of Fiscal Services (Job No 2022-113)

JOB POSTING

Job Details

Posting ID

Title

Description

Job No 2022-113

Director of Fiscal Services

PURPOSE STATEMENT

The Director of Fiscal Services is responsible for overseeing all fiscal and fiduciary responsibilities for the school district. The Director provides direction for District finances, including development of a sound financial strategy, metrics that support the District's overall strategy, internal controls, leadership and systems designed to preserve district assets. They plan, direct, coordinate and maintain the integrated financial and risk management functions for Walla Walla Public Schools, in accordance with generally accepted accounting principles (GAAP) issued by the Governmental Accounting Standards Board (GASB) and other regulatory and advisory organizations.

ESSENTIAL FUNCTIONS

1. Lead staff and coordinate activities of the Business Office, including budget preparation, long range financial planning, financial reporting, grants management, payroll, accounts payable, accounts receivable, investments, and cash receipting for all funds.
2. Ensure accounting safeguards over District assets and full disclosure of liabilities; serve as the lead audit liaison and address any recommendations and develop remediation plans if applicable.
3. Work with financial institutions, rating agencies and underwriters in the sale, reporting and accounting for bonds and levies.
4. Responsible for establishing policies and procedures pertaining to fiscal matters; audit and monitor for compliance; provide training and support to District personnel related to these areas (ASB, cash-handling, enrollment reporting, independent contracting, etc.).
5. Under the direction of the Superintendent, supervise the development and preparation of the district's annual budget in alignment with the strategic plan.
6. Ensure adequate cash flow to meet the district needs, to include securing debt proceeds and debt management.
7. Participate as a member of the superintendent's cabinet. Work closely with members of the district's executive team to support the vision, mission and beliefs of Walla Walla Public Schools.
8. Attend and present at Board meetings, finance committee and other meetings regularly.
9. Establish collaborative working relationships with school site and support services administration and staff; provide support regarding business office procedures.
10. Maintain and enhance professional knowledge through partnerships with local and state agencies, associations, and district committees.
11. Assist with the migration to new software systems, i.e. Qmlativ Software from Skyward.
12. Perform personnel functions of the business department (e.g., recruits, hires, and supervises) for the purpose of maintaining adequate staffing, customer service, enhancing productivity of personnel and ensuring that service objectives are achieved within budget and with an exemplary level of customer service.

13. Prepare and analyze monthly and annual financial statements and schedules for all funds: general fund, associated student body, capital projects, debt services, transportation vehicle, and private purpose trust funds.
14. Oversee District purchasing, bid law, contracts, and other purchasing operations.
15. Supervise the risk management program for the purpose of directing employees, establishing programs and meeting safety requirements.
16. Administer the district's property and casualty insurance program to ensure that the district's assets are adequately insured and liability is protected.
17. Analyze district enrollment; coordinate with Human Resources to ensure labor distributions align with budgeted expectations.
18. Establish and maintain business policies, procedures, and practices to ensure district compliance with state and federal laws and guidelines.
19. Conduct research in order to recommend new process flows, software upgrades, and accounting and financial management methods as desirable and necessary to maintain best practices.
20. Provide support to negotiating teams. Apply knowledge of collective bargaining agreements to issues related to business services.
21. Perform other duties as assigned or as required.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in finance, accounting, business administration or closely related field; Masters of Business Administration or CPA preferred.
- Maintain a deep commitment towards student belonging and access and leverages this belief in their leadership and actions.
- Five years minimum experience as a business manager and/or equivalent experience with business function, preferably in a K-12 public school setting in Washington State.
- Experience in budget preparation and management, financial forecasting, and workers compensation.
- Experience with integrated computerized accounting systems, databases and spreadsheets; superior skill level with Microsoft Excel.
- Knowledge of public school accounting practices, school budgeting and fiscal reporting.
- Demonstrated knowledge of school business laws, regulations, policies and procedures.
- Demonstrated ability to lead, organize, coordinate and implement programs, develop an effective relationship supporting building administrators; prioritize and manage complex projects.
- Ability to communicate effectively at all organizational levels within the district and with external agencies (media, government agencies, etc.).
- Demonstrated ability to connect with students, staff and community members in a mutually respectful, supportive and accessible manner.
- Demonstrated ability to supervise and evaluate staff.
- Excellent presentation skills. Strong written and verbal communication skills.
- Exceptional analytical skills; ability to make decisions and resolve complex issues in a timely, organized manner.
- Demonstrated proficiency with the Washington School Information Processing Cooperative (WSIPC) software including Skyward and/or WESPaC is preferred.

WALLA WALLA PUBLIC SCHOOLS VISION-MISSION-BELIEFS

Vision

Developing Washington's most sought-after graduates

Mission

Walla Walla Public Schools ensures all students receive high quality instruction in an aligned and coherent system while addressing their social and emotional needs in a safe and engaging environment.

Belief Statement

We believe,

- in challenging and supporting all students
- quality instruction is critical to student success
- in investing in staff to ensure excellence
- in maximizing the impact of our resources
- in collaborative and transparent operation
- in the importance of family and community
- diversity is a strength

REPORTING RELATIONSHIPS
Reports to the Superintendent

PAY LEVEL
Approximately \$140,000 - \$160,000 depending on qualifications and experience.

CONDITIONS
The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

APPLICATION PROCESS
Posting closes November 4, 2022

- Submit online application to include:
- Letter of application detailing interest in the position and the skills and experiences that render the applicant qualified for the position.
 - Resume
 - 3 letters of recommendation
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The Walla Walla School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The Walla Walla School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact (509) 527-3000. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Compliance Coordinator		Section 504/ADA Coordinator	
Title IX Coordinator		Barb Casey, Director of Special	
Mindy Meyer, Director of HR			
Education		364 S. Park Street	
364 S. Park Street		Walla Walla, WA 99362	
Walla Walla, WA 99362		(509) 527-3000	
(509) 527-3000		bcasey@wwps.org	
mmeyer@wwps.org			
<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$140,000.00 to \$160,000.00
<i>Salary Code</i>	Per Year	<i>Job Category</i>	Administrative
<i>External Job Application</i>	Classified Administrator	<i>Internal Job Application</i>	Classified Administrator
<i>Location</i>	District Office	<i>Posting Status</i>	Active

Minimum Qualifications Screening

Job Application Timeframes

<i>Internal Start Date</i>	<i>General Start Date</i>	10/10/2022
<i>Internal End Date</i>	<i>General End Date</i>	11/04/2022

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition</i>
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Default **1****Alternate Job Contact**

Name **Judy Hui**
Location **District Office**
Email **jhui@wwps.org**

Title **Administrative Assistant for
Human Resources**
Phone **509-526-6712**

References

*Automatically Send
Reference Check* **Yes**

*Reference Check
Form* **Administrative Survey**