

WESTWOOD PUBLIC SCHOOLS

Honoring Tradition, Inspiring Excellence, Shaping the Future

Director of Business and Finance

Westwood Public Schools ([learn more](#))

Westwood, MA ([map](#))

Job Details:

- Job ID: 3025044
- Application Deadline: December 28, 2018
- Starting Date: July 1, 2019

The Superintendent of the Westwood Public Schools invites qualified candidates to apply for the position of Director of Business and Finance. Westwood is a community of about 15,000 residents located 15 miles southwest of Boston. The Westwood Public Schools offers a high-quality educational program to approximately 3,100 students in grades PreK-12.

The Westwood community strongly supports its public schools and is committed to providing the programming and resources necessary for an effective and engaging learning environment. The school department has a stable, high-functioning team of administrators and enjoys a collaborative relationship with town officials.

The district is comprised of 8 schools: five elementary schools (grades K-5), one middle school (grades 6-8), one high school (grades 9-12) and an integrated preschool. Westwood's FY 2019 budget is \$44 million.

For additional information about the Westwood Public Schools, please refer to the district website at www.westwood.k12.ma.us.

General Summary:

The Director of Business and Finance reports to the Superintendent of Schools and is responsible for the effective implementation of all financial and business operations, including budget development (both operating and capital), implementation and supervision. The Director of Business and Finance also oversees long-range planning, fund accounting, and internal/external audits for the Westwood Public Schools. The individual prepares statistical and narrative reports, including financial statements for the Superintendent and the School Committee, as well as for all state and federal reports. He or she is responsible for the supervision of all non-instructional support functions, and provides direct supervision to the Director of Operations, Director of Food Services, and Business Office staff. Functions performed by the Business Office include payroll, purchasing, inventory control, data processing, and transportation.

This position requires knowledge of the functions and demands of a public educational institution, personnel administration, and state and federal laws and regulations pertaining to schools and school finance. The candidate must have strong collaborative and interpersonal skills, and be able to present and explain complex information clearly. Additional required skills and experience include working with the community and the MSBA on school building projects and facilities management. The successful candidate will demonstrate high standards of ethics, honesty, and integrity, and possess superior communication skills.

Essential Duties and Responsibilities:

- Reports directly to the Superintendent of Schools as a member of the district's leadership team.
- Manages all aspects of the District's business operations.
- Plans, executes, and monitors the school district's annual budget (operating and capital) and works with the Superintendent to ensure fiscal responsibility and accountability at every level.
- Provides the Superintendent and School Committee with clear fiscal information and communicates regularly on the status of the district's budget.
- Prepares multi-year financial projections that address the strategic and long-range planning efforts of the District, including enrollment changes, system-wide goals, and facilities.
- Effectively communicates regarding budgetary information with all stakeholders including Principals, Directors, Selectmen, Finance Committee, and the public at large.
- Works collaboratively and collegially with the Town Finance Director, Town Accountant, and Town Treasurer, and other municipal staff to ensure alignment of fiscal practices as well as accurate budgetary information.
- Works closely with the Director of Student Services on all aspects of the special education budget, including grants and other revenue sources, expenditures, and out-of-district tuitions.
- Maintains financial controls for all expenditure and revenues, including grants, capital, and revolving accounts.
- Oversees preparation of annual reporting to state and federal agencies and other mandated reports at required intervals.
- Provides information during annual financial audits and performs recommended corrections.
- Oversees School Committee's approval of payroll and accounts payable batches/warrants.
- Develops and administers procurement systems for supplies, services, and equipment that are compliant with all necessary federal, state, and local requirements. Serve as the School Committee's Chief Procurement Officer.
- Manages contracts with all outside vendors.
- Provides management support in school renovation and construction projects, including serving as an important member of the building committees for such projects.
- Coordinates all capital expenditure projects.
- Provides direct supervision to the Director of Operations to oversee all aspects of facility management, including maintenance and custodial operations.
- Provides direct supervision to the Director of Food Services to oversee a high-quality food service program compliant with federal, state, and local laws, policies and guidelines.
- Oversees all aspects of the student transportation including bus routing, user fees, and overall efficiency of the contracted fleet.
- Supervises, manages, and evaluates the business office staff. Ensures appropriate training for business office staff.
- Serves as key member of contractual negotiating teams in providing clear and accurate financial information and appropriate forecasting to determine viable fiscal proposals.
- Attends School Committee meetings, Town Meeting, and Town finance meetings (as needed).
- Supports the Superintendent of Schools with special projects and committees, as directed.
- Participates in system-wide policy development.

Qualifications:

- Master's Degree in Accounting, Business Administration, or a related discipline
- Licensed as a School Business Administrator
- At least three years of successful financial management and supervisory experience, preferably in a school or municipal organization.
- Strong supervisory, communication, and presentation skills
- Ability to work collaboratively with a high performing team
- Demonstrated ability in operations analysis, forecasting, and strategic planning.
- Excellent computer skills and familiarity with computer networks and financial software.
- Knowledge of public procurement, auditing procedures, state reporting, municipal or school district accounting principals, fiscal management, purchasing, maintenance of buildings/grounds, grants, contracts, and personnel supervision.

- Thorough knowledge of federal, state, and local laws regarding school financial and operations.
- Expertise in budgeting.
- Massachusetts Association of Public Purchasing Officials (MAPPO) Certification, preferred.

The salary range for this position is between \$125,000 to \$145,000 per year, commensurate with qualifications and experience. A generous benefits package will be offered. The deadline for submitting applications is December 28, 2018, and screening will take place shortly thereafter. The start date for this position is July 1, 2019 unless an earlier start date is mutually agreeable.

To access the applications, please visit: www.westwood.k12.ma.us/employment

- Position Type: Full-time
- Positions available: 1
- Salary: \$125,000-\$145,000 per year

Job requirements:

- Citizenship, residency or work visa required.

Contact Information:

Emily Parks, Superintendent of Schools
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Westwood, MA 02090

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The Westwood Public Schools prohibits discrimination on the basis of race, color, sex, gender identity, religion, national origin or sexual orientation and is an equal opportunity employer. Candidates of diverse backgrounds are encouraged to apply.