

Position Description for Chief Financial Officer, North Wasco County School District The Dalles, Oregon

The **North Wasco County School District** School Board is seeking an experienced, trusted and highly qualified candidate with effective communication and community-building skills to serve in the role of **Chief Financial Officer**. They wish to have the successful candidate assume the responsibilities of the position **July 1, 2025**.

Location: The district is in the beautiful Columbia Gorge 90 miles east of Portland.

Job Purpose Statement:

The Chief Financial Officer is a member of the Executive Staff providing financial leadership for the School District, keeping the Superintendent properly informed of the financial activities of the district. This position assists the Superintendent in managing District finances and administering the budget.

McPherson & Jacobson, L.L.C., Executive Recruitment and Development has been engaged as the consultant in a search for outstanding candidates. They will assist the District in identifying and screening the candidates.

Enrollment: 2,800 students in 3 elementary schools, 1 middle school, 1 high school, 1 charter school (K-8) and 1 alternative high school (both on-line and in person)

Job Qualifications & Experience:

- Certified Public Accountant certificate

or

- Bachelor's degree in finance/accounting and Five years of increasing responsibility in government or applicable private experience.

Ability to:

- Understand and communicate Oregon's State School Fund formula school finance and local budget law.
- Establish and maintain records, ledgers and accounts as related to high-volume public fund accounting.
- Work independently and make decisions in areas which may not have established policy or procedure.
- Organize and direct others in accomplishing the business management goals of the district.
- Work effectively as part of the management team.
- Effectively use and supervise the use of financial management software in a business office and school district environment.

- Demonstrate experience in collective bargaining and employment contract management.
- Demonstrate expertise in business support staff development and personnel evaluation.
- Communicate effectively with staff, patrons and the community.

Responsibilities:

- Direct, plan and supervise North Wasco County School District fiscal functions including general accounting and internal control procedures, and purchasing functions
- Develop and manage the investment policy for the school district.
- Develop and maintain district budget system
- Administers the district's liability insurance program.
- Oversee the budget process in compliance with Oregon Local Budget Law.
- Establish and maintain banking and merchant services;
- Monitor cash flow system, bank account balances and transfer funds as needed;
- Ensure proper filing of all financial legal documents with governmental agencies and offices;
- Oversee procurements and compliance with Oregon Public Contract Bidding Law;
- Assist in the collective bargaining process.
- Manages student transportation, nutrition services, maintenance, custodial and facilities functions

Salary: \$129,702 - \$154,871

Search Timeline:

- Closing date for applications: **March 10, 2025** (11:30pm central time)
- Selection of finalists to interview: **Week of March 17, 2025**
- Interviews: **Week of March 31, 2025**
- Selection of new CFO: **Week of March 31, 2025**
- Start date: **July 1, 2025**

Please apply online at: www.macnjake.com

Contact information:

McPherson & Jacobson, L.L.C.
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888-375-4814
Email: apps@macnjake.com

School Website: <https://nwasco.k12.or.us>

Consultants: Dr. Doug Nelson - d_nelson@macnjake.com

The North Wasco County School District is an Equal Opportunity Employer. The district does not discriminate on the basis of race, religion, color, sex, age, national origin or disability and, when needed, will provide reasonable accommodations to applicants and employees. Anyone requesting a reasonable accommodation in the application or recruitment process please contact McPherson & Jacobson at the address/phone/email above.