



Office of Talent

TITLE: Director of Finance

DEPARTMENT: Office of Finance

REPORTS TO: Superintendent

RECEIVES GUIDANCE FROM: Senior Leadership Team

BASIC FUNCTION (BF1): Serve as the district's Director of Finance in all budgeting, accounting, financial management, and reporting matters. Supervises, evaluates, and directs the work of staff members assigned to Office of Finance. This position requires continuous use of independent judgment. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the district.

SKILLS AND JOB FUNCTIONS (For all Charles City Community Schools Positions SJF1-13)

Demonstrated Experience or Willing to Acquire Skills:

1. Exhibits essential dispositions and ownership of the district mission of "Regardless of who you are or what your story is, you can learn and be loved here."
2. Exhibits essential dispositions and ownership of the district vision of "Creating compassionate competent problem solvers."
3. Exhibits essential dispositions and ownership of the district core values
 - a. Demonstrated success of always doing what is best for all kids.
 - b. Believes in the concept of family
 - c. Demonstrated success as a committed leader
 - d. Believes in the concept of passion
 - e. Demonstrated success in being invitational
4. Exhibits essential dispositions of being a collaborative leader and colleague
 - a. Empathic
 - b. Motivated
 - c. Humble
5. Exhibits effective communications skills
6. Effective outcomes in providing students behavioral and socio-emotional support
7. Exhibits patience, tolerance, persistence, and flexibility for effective outcomes for students
8. Exhibits organization, growth mindset, grit, and enthusiasm for effective outcomes for students
9. Prompt and regular attendance
10. Animated hospitality approach to students, parents, colleagues, and stakeholders
11. Demonstrate confidentiality as needed and required
12. Success in the area of cultural competency, social justice, equity, and working with students from diverse backgrounds or willingness to acquire these skills.
13. Comply with Charles City Community Schools Board Policy/Regulations and Handbook Policy

HIRING SPECIFICATIONS (HS1-22):

Demonstrated Experience or Willingness to Acquire Skills:

1. Coordinate, in conjunction with the superintendent, all major financial related initiatives of the district
2. Recommend appropriate policies and establish procedures for all business-related functions district-wide
3. Responsible for monitoring and evaluating activities and functions of the Office of Finance
4. Serve as treasurer of the board of directors and provide responsibility for treasury management functions including investment of district funds
5. Coordinate with the district's risk manager for all insurance-related requirements
6. Act as district administrator for the self-insurance fund
7. Attend Board of Directors meetings and assume various senior leadership team and task force responsibilities.
8. Coordinate all external audit activities and serve on the audit committee of the Board of Directors if a committee has been established.

9. Direct the preparation and certify district's annual certified budget line item budget, financial statements, and Certified Annual Report
10. Work collaboratively with school campuses and district offices in financial and business matters
11. Provide timely and reliable financial data to enhance district planning
12. Maximize district financial resources to support the vision, mission, core values, and goals of the district
13. Lead in the area of financial matter for all school board related matters
14. Lead in the area of financial legal compliance for all school board related matters
15. Demonstrate an extensive understanding and ability to use, computer accounting systems, spreadsheets, databases, governmental reporting programs, and payroll software
16. Demonstrate excellent organizational skills
17. Leads in the area of managing, coaching, directing, and evaluating staff
18. Demonstrate excellent skills in written and verbal communications
19. Represent Charles City Community Schools effectively in the community, state and nation
20. Serve as a senior advisor to the executive team and board
21. Assist with other duties as may be assigned.

ABILITIES (A1):

This position will require physical demands that include constant sitting, manual dexterity, lifting up to 25 pounds, carrying 35 feet, and working inside, there will be frequent walking, climbing/stairs, bending/stooping, driving, and extremes in temperature/humidity. There will be occasional reaching/pushing/pulling.

KNOWLEDGE AND EDUCATION (KE1-2 and KED1-3):

Required:

1. Bachelor's Degree in accounting, or business, with at least 9 semester hours of college level accounting.
2. Current School Business Official license (SBO) or a proposed plan to obtain
3. Ability to successfully meet the Iowa School Business Official Standards.

Desired:

1. Certified Public Accountant, active
2. Ten years' experience in school business administration, public accounting or equivalent experience.
3. Master's Degree in accounting, business, or public administration
4. Previous experience in payroll, budgeting and forecasting techniques
5. Previous experience in preparation of a large organizational budget
6. Knowledge and practice in governmental accounting
7. Knowledge in public governmental budgeting processes
8. Knowledge of generally accepted accounting principles (GAAP) for government entities and ability to apply these principles in the preparation of financial statements.

POSITION INVENTORY: N/A

FLSA STATUS: Exempt

FT/PT: FT 260 Day

All of the above duties and responsibilities are essential job skills and functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation.

_____ * Talent Office Authorization

*This job description is not approved without the signature of Board President

Date Last Reviewed: 12/2020

Candidate Signature _____ Date _____

All candidates hired after 1-1-19 shall sign this job description acknowledging the information herein