

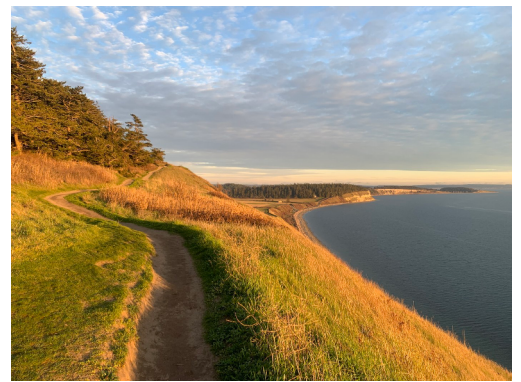
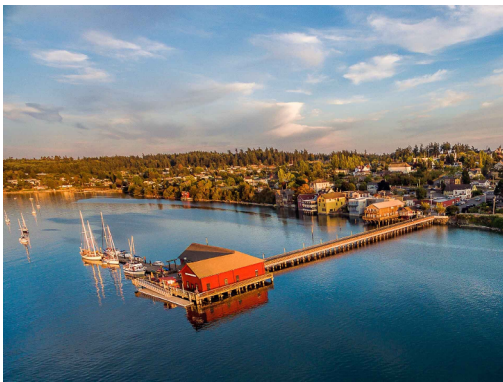


The Coupeville School District
presents an invitation to apply for the position of
Executive Director of Finance & Human Resources

Located in the Town of Coupeville on Beautiful Whidbey Island

The School District is seeking highly qualified candidates with school district experience preferred.

To receive full consideration apply by March 24, 2023



MISSION

"Prepare Every Student for Their Future"

VISION

Provide an educational foundation that allows every student to reach their potential.

Qualifications

Education

Bachelor's Degree with college level accounting or equivalent experience
Certified Public Accountant and/or MBA preferred

Experience

Successful, multiple year accounting work
School business office employment with WSIPC background preferred

Skills

Adept with a variety of PC software including Word, Excel and Access. Able to work proactively with current and emerging technology. Knowledge of regulatory requirements (L & I, IRS, DRS, etc.) related to school district business operations.

Basic Terms Of Employment

This is a full-time (1.000 FTE) exempt position of 260 annual employment days, including twelve paid holidays. The employment period is from July 1st through June 30th. Salary is to be determined with the current range from \$137,735 - \$171,404 - plus district benefits. Starting date is July 1, 2023 with potential of contracting transition days before July 1.

About Our School District

Our annual enrollment is between 900 - 1,000 students with four schools. These schools are Coupeville Elementary (K-5), Coupeville Middle School (6-8), Coupeville High School (9-12), & Open Den which is an Open Doors program. We enjoy a long history of tremendous support from our community with regular support of our levies and construction bonds.

About Our Community

Coupeville is located on central Whidbey Island which is about a 90 minute drive from Seattle via ferry or bridge. We have a pristine, historic, Island community with beautiful views, geography, with many biking and hiking trails. Many nonprofit organizations enhance the quality of life with art, music, drama, historic preservation, master gardeners, wood working and many other programs and organizations. We also enjoy many locally owned restaurants and shops while being the seat for Island County. Coupeville is also the home of the County Courthouse and Whidbey Health Hospital. To the north of Coupeville is Oak Harbor which is the location of Navy Air Station Whidbey Island.

General Description Of Responsibilities

This Executive Director position is responsible for:

- The school district's business and financial operations
- Establish, supervise, and maintain all revenue, expenditures, payroll, purchasing, internal control, and other financial procedures and operations of the school district including proper disbursement of funds and maintenance of records thereof consistent with state and federal requirements, district policy, and supervisor direction
- Budget planning, implementation, and reporting
- Supervising all accounting operations
- Management of investments to maximize investment revenue and provide adequate cash flow
- Seeing that each of the foregoing is effected in compliance with laws, regulations and policies, as well as sound business and financial practices
- Risk management issues including review of accident and incident reports, liaison with the Risk Management Pool, communication with staff and staff development
- Liaison with WSIPC
- Ensures accounting safeguards and addresses all audit issues and findings.
- Plan, report, and monitor levy and bond expenditures
- Work with County Treasurer to monitor district funds
- Oversee application and collection of Impact Aid funds
- Establish and maintain positive public relations and community involvement to promote an understanding of and support for the school district financial management and budget and the district in general
- Responsible to estimate the cohort survival for enrollment estimate for budgeting

- Prepares, issues/updates employee salaries, benefits , and contracts.
- Maintains payroll/personnel records and ensures accurate preparation of mandated reports: end of year, W-2's, retirement, withholding and taxation records and reports.
- Oversees retirement plans (DRS) for employees and performs benefit deduction calculations and maintains benefit records.
- Oversee job postings and related application processes
- Serve as the liaison with the Office of the Superintendent of Public Instruction in matters of professional certification.
- Maintain accurate seniority list for both Classified and Certified staff.
- Evaluates academic transcripts and experience for the purpose of assessing salary placement for all certificated staff in accordance with state guidelines and negotiated agreement provisions.
- Sends notices to classified employees about continued employment for the next school year; send notices of intent to certificated staff for budgeting purposes for the next school year.
- Investigates grievances and/or complaints from employees including sexual harassment, pay or assignment disputes.
- Prepare and submits district, state and federal reports. (S275 data submissions for apportionment and teacher qualifications for compliance purposes, Affirmative Action Plan implementation, Civil Rights Data collection, EEOC reporting, etc.).
- Manage Unemployment Compensation, Worker Compensation issues, Labor and Industry claims, and the WA Cares Fund (LTC).
- Responsible for compliance with district human resources policies, procedures, and practices; collective bargaining agreements; and federal, state, and local laws and regulations governing education and personnel management.
- Provides expertise in the areas of staffing, equal opportunity employment, staff diversity, employee benefit programs, compensation, personnel data management, employee discipline, collective bargaining agreements, staff contracts, clock hour management, and staff evaluation systems.

Personnel Relationship

The Executive Director of Finance and Human Resources reports directly to the Superintendent. This Executive Director position supervises payroll, accounts receivable/accounts payable, Human Resources and purchasing requirements of the district.

Application Procedure:

Apply online at: <https://www.applitrack.com/coupeville/onlineapp/default.aspx?all=1>

Contact information

Steve King, Superintendent
(360) 678-2401
skkng@coupeville.k12.wa.us

Candidates of Diversity Are Strongly Encouraged to Apply:

Coupeville School District welcomes, values and promotes diversity, equity, and inclusion in its workforce. Candidates from diverse backgrounds are strongly encouraged to apply. This is in alignment with our CSD Equity Commitment Statement: "Whether about race, religion, language, immigration status, culture, sexual orientation, gender identity, class, or ability, or a combination of these, we know that students deserve to be honored and respected for who they are. Coupeville Schools is committed to providing a safe, equitable, and inclusive working and learning community for all."

Coupeville School District is an Equal Opportunity Employer

Coupeville 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 or 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 board designates the superintendent to serve as the district's coordinator regarding: Title IX; Section 504/ADA; Civil Rights Compliance and to handle questions and investigate any complaints communicated to the district of alleged discrimination. Superintendent, 501 S Main, Coupeville, WA, 98239, phone: 360.678.2404.