June 8, 2023

East Aurora School District 131 has the following opening(s) for the 2021-2022 school year and will accept applications from candidates who may be interested in the position(s) listed below. Medical, dental, vision, and term life insurance policies are available.

VACANCY NOTICE

POSITION TITLE: Director of Finance

BUILDING(S): Administrative Center

CLASSIFICATION: Tier IB

TERMS OF EMPLOYMENT: 12-months. Monday-Friday: 8 hours/day.

IMMEDIATE SUPERVISOR: Chief Financial Officer/Chief School Business Official (CFO/CSBO)

SALARY: Starting at $120,000/year commensurate with credentials and experience

EVALUATION PROCEDURES: Annually

START DATE: July 1, 2023

JOB ID: 4121

QUALIFICATIONS:

1. Bachelor’s degree in Accounting from an accredited college or university. Master’s Degree strongly preferred.
2. Successful experience in the field of Business Management. Supervisory experience preferred.
3. Strong skills in business system implementation and accounting procedural background.
4. Illinois Professional Educator License (PEL) with Chief School Business Official (CSBO) endorsement preferred or in process.
5. Demonstrates collaborative skills to work as part of an Administrative Leadership Team.
6. Excellent communication, presentation, and technology skills.
7. Credit check required.

JOB DESCRIPTION/RESPONSIBILITIES:
1. Supervises the hiring, training and evaluation process of Payroll, Accounts Payable, and other Business Office employees.

2. Assists in the preparation of the annual school district budget and the long-range financial plan.

3. Administration of Procurement card program.

4. Receives and evaluates grant expenditure reports.

5. Reviews and monitors purchase requisitions to determine correctness of information, calculations, coding to proper accounts, etc.

6. Provides technical and procedural assistance to Administration and Building level management to ensure that purchasing policies, regulations, and procedures are implemented and utilized in a consistent manner throughout the District.

7. Assists in preparing reports for the Board of Education and its committees.

8. Generate Annual Site Based Expenditure Report

9. Attend to timely receipt of District revenue streams from local, state and federal sources

10. Review GAAP, GASB, and ISBE guidelines pertaining to any functions of accounting, purchasing, financial reporting, school accounting, and legal requirements

11. Maintains the District’s fixed asset record.

12. Assist with assumptions and financial data for the Five-year Financial Forecast

13. Collaborate with Assistant Superintendent in preparation of the Annual Tax Levy

14. Enters original and amended grant applications and reconciles to the general ledger.

15. Liaison for annual independent audit and ad hoc state and federal audits.

16. Performs other related duties and assignments as assigned by supervisor/designee.

**APPLICATION PROCEDURE:**

Applications should be completed online at [https://www.d131.org](https://www.d131.org). Position(s) will remain open until filled. East Aurora School District 131 is an Equal Opportunity Employer.