



Director of Business and Finance

Purpose: The Director of Business and Finance is responsible for the overall financial operations of the school district, including development and maintenance of the annual budget and long range financial projections.

Responsible to: Superintendent of Schools and Board of Education

Supervises: Supervise and evaluate performance of Business Office Staff

Desirable Qualifications:

- Hold a Bachelor's degree with a major in accounting, business administration, finance, economics, educational leadership, or demonstrated equivalent experience
- Minimum three years of progressively responsible leadership experience in and/or familiarity with school finance
- Knowledge of finance and budgeting principles
- Strong leadership and communication skills
- Able to perform duties with an awareness of all District requirements and Board policies
- Ability to effectively manage time and responsibilities
- Compile and maintain accurate and complete records and reports in a timely manner

Terms of Employment:

- Twelve-month basis: 20 paid vacation days and 11 paid holidays
- Salary with benefits: \$110,000.00-\$135,000.00, salary will be based on the experience and qualifications of the selected candidate

Example of Essential Functions/Responsibilities:

1. Supervises financial affairs of the district including accounting functions, internal control procedures and reporting measures
2. Prepares short-term, mid-term and long-range financial planning forecasts
3. Exhibits ability to plan and monitor district's accounting controls system, insures all district payments are made in a timely manner
4. Develops fiscal year estimates of revenue and expenditures for operations of the school system as recommended by Superintendent and Board of Education
5. Monitors and reviews all vouchers authorizing expenditures of district monies

6. Responsible for accounting services essential to preparation, administration, supervision, dissemination and control of the annual school district budget
7. Compiles itemized financial reports of the school district and presents to the Superintendent and Board of Education at the close of each fiscal year
8. Administers effective programs for accounting of all State and Federal Programs
9. Works with district staff to ensure accurate reporting and use of State and Federal flow-through dollars and compliance with Maintenance of Effort (MOE) requirements
10. Reviews all financial reports for School District Administrative Claiming (SDAC)
11. Evaluates and implements accounting practices in compliance with standard accounting procedures, KSDE requirements and the Government Accounting Standard Board (GASB)
12. Arranges for and supervises annual school district audits and presents results to the Board of Education in accordance with board policy and Kansas Department of Education (KSDE) guidelines
13. Responsible for overseeing the opening, closing and monitoring of all checking, savings and investments accounts of the district, oversees monthly reconciliations of all bank accounts
14. Manages all cash flow and investments of the district including allocation of interest and cash receipts functions, recommends policy and procedural changes in the areas of cash management and investments
15. Keeps current with education laws and practices relating to school finance, closely monitors and interprets effects of legislative activity
16. Maintains effective district-community relations and interprets financial concerns of the district to the community and media outlets when required
17. Provides periodic and pertinent reports to colleagues as an integral member of Superintendent's Cabinet, consults regularly with Superintendent and other appropriate district leadership team members on matters relating to the district's business and financial concerns
18. Supervises accounts payable processes and procedures, administers program for purchasing supplies and equipment and maintains inventory control of district assets
19. Responsible for management and supervision of payroll preparation and dissemination functions of the district
20. Prepares variety of financial data and compiles statistics necessary for effective contract negotiations with the local teacher's union / bargaining unit
21. Directs all transactions involving the district's mill levies and assessed valuation changes
22. Chairs District's Finance Committee and directs all meetings of the committee

23. Attends meetings of the Board of Education and prepares informational reports for each Board Meeting as requested by the Superintendent
24. Assumes responsibility for supervision and annual performance evaluations of all Business Office personnel
25. Oversees all district scholarship accounts including all awards and disbursements
26. Maintains control over all debt management processes including refunding, refinancing and retirement of all bonds, works directly with Financial Advisors and Bond Counsel in order to effectively manage all debt of the school district
27. Supervises, maintains and negotiates district's property and casualty insurance and workers compensation policies, responsible for the provision of a risk management program for the District including recommending insurance coverage, maintaining policies and records
28. Works directly with Director of Human Resources to ensure compliance with labor laws
29. Serves as Designated Agent for Kansas Public Employees Retirement System (KPERS)
30. Assist and counsels employees with retirement planning and decision making
31. Effectively handles any other duties, responsibilities and tasks as assigned by the Superintendent of Schools or other direct supervisor

Please apply and upload credentials, transcripts, resume and three letters of reference on-line at <http://www.usd231.com>

Contact Information: Lana Gerber, Executive Director of Administrative Services,
Gardner Edgerton Unified School District 231, PO Box 97 Gardner, KS 66030.
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APPLICATION DEADLINE: Until Position is Filled

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