



# LORAIN CITY SCHOOLS

Lorain Administration Center  
People Office  
2601 Pole Avenue, Lorain, OH 44052  
lorainschools.org  
440.830.4010 fax 440.282.9541

## JOB DESCRIPTION Director of Finance

### About Lorain City Schools

“The International City” is the home of the Lorain City Schools Titans. We are a district that will disrupt the status quo for 6,700 scholars across 14 campuses in Northeast Ohio, just outside of Cleveland. To do so, we will transform the way that we look at educating our scholars, performing as leaders, and inspiring as people, all while having fun doing it. Lorain City Schools is one of two districts in the state of Ohio who have been granted the authority to redream what is possible for our young people with the passing of House Bill 70. This house bill empowers the CEO to improve district practices and operate with a level of urgency and purpose that is unique to traditional public school systems across the country. The district’s academic improvement plan, *The Lorain Promise*, outlines the ambitious yet obtainable outlook for Lorain City Schools with bold statements about how we will operate as a district and a community. This innovative new direction for Titans, will not only change the way we look at public school education, but seeks to set the new standard for what is possible when we put our scholars first. To learn more about Lorain City Schools, please visit [www.lorainschools.org](http://www.lorainschools.org)

### Our Shared Values

Our Shared Values are the heart of our culture and the foundation of all of our work at Lorain City Schools, reflecting input from people across the community. They will shape who we are and how we work together to realize every scholar’s potential.

- **Scholars First** – Everything we do is focused on ensuring that students reach their full potential. We will honor the voices of our students and their families and support each other as champions of Lorain’s scholars, knowing that we all have their best interests at heart.
- **One for All** – Our differences as individuals strengthen our schools. We will focus on equity, work proactively to eliminate bias in our systems and procedures, and invest in effective strategies to ensure equal opportunity for all scholars and families.
- **Experience Joy** – Our schools will be places where all scholars and staff can pursue a love of learning with enthusiasm and optimism. We will lift each other up and celebrate our successes.
- **Expect Excellence** – We will hold high expectations for every student and staff member—and hold each other accountable to ensuring that every student succeeds.
- **Collaborate with Integrity** – We promise to be transparent, knowing that we can only get better if we work together—and are honest with each other. We will hold ourselves to the highest standards of personal behavior, including trust, honesty, fairness, and integrity.
- **Take Pride** – We value, honor and respect one another, our schools, and our community. We will work together to build schools where all adults look forward to coming to work and students are eager to learn.



Home of the TITANS

## JOB DESCRIPTION Director of Finance

### About the Position

The Director of Finance will play a critical role in assuring the proper fiscal management of the district. In this role, the Director of Finance will manage the indirect cost recovery of categorical programs of the district in such a way as to ensure that the district derives maximum benefits from the prudent expenditure of the financial resources available while providing the services necessary to support and enhance district policies and goals. The Director of Finance will also supervisor the Payroll Department.

### Job Responsibilities include, but are not limited to:

- Supervising and evaluating the Payroll Department staff and the workflows of the Payroll Department
- Supervising and participating in the preparation of various monthly, quarterly, and annual financial reports
- Managing the preparation of monthly/yearly closing and reconciliation of general ledger accounts
- Preparing consolidated and individual monthly bank reconciliations with fund balances of the district
- Producing indirect costs studies and computing indirect costs for all categorical programs
- Completing such reports and/or studies as are necessary to substantiate indirect costs recovery
- Maintaining accurate accounting records, files, and documents in a safe and efficient manner
- Conducting research necessary to resolve discrepancies
- Responding to a variety of data and information requests
- Providing systems analysis and verifying accuracy of data for proper interpretation
- Participating in policy and procedure development, modification, and implementation
- Assuring compliance to all pertinent laws, codes, regulations, policies, plan documents, and labor contracts
- Assisting with salary cost research, analysis, and projections
- Training and advising district staff in treasurer office policies, computer enhancements, and district policies
- Providing appropriate training to district staff on the accounting and reporting of money receipts and disbursements
- Working cooperatively and maintaining communication with other departments and external stakeholders to resolve issues and exchange information

### Skills:

- Excellent written and verbal skills
- A solutions oriented thinker with the ability to define and implement best practices and continuous improvement strategies
- Analytical ability and financial aptitude necessary to perform a variety of accounting and payroll tasks and resolve discrepancies as necessary
- Energetic self-starter that works well both independently and in a team-oriented, highly collaborative environment
- Proven ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities
- Ability to maintain integrity and high standards of ethics in all matters



**Home of the TITANS**

**JOB DESCRIPTION**  
**Director of Finance**

**Candidate Requirements:**

- Bachelor's degree (BA/BS) from a four-year college or university in the field of accounting, finance, or other related field; Master's degree preferred
- Must possess or be eligible for a valid Ohio Treasurer's license issued by the Ohio Department of Education
- At least 3-5 years of financial management and leadership experience in a high-performing organization; experience working in a non-profit strongly preferred
- Demonstrated knowledge of generally accepted accounting principles (GAAP)
- Track record of successfully meeting or exceeding organizational targets, achieving ambitious goals, and data that shows significant organizational or departmental impact
- Experience in successfully leading financial related projects on-schedule and with a high level of quality and consistency
- Experience in urban education and/or organizations that fight for equity and achievement of our underserved populations
- Supportive of a diverse and inclusive work environment
- An unwavering belief in our school system's shared values and vision



**Home of the TITANS**