

Richfield Public Schools

Position Title: Director of Finance

Department / Unit: Management Team

Accountable To: Chief Human Resources and Administrative Officer

Date of Latest Revision: June 2025

I. PURPOSE OF THE POSITION

To develop, manage and provide ongoing leadership for a comprehensive financial and accounting operations function focused on the best possible educational programs and services in the most efficient manner possible that complies with the District's established policies and goals, as well as with all applicable Federal State and local regulations.

II. MAJOR JOB RESPONSIBILITIES

- A. Demonstrates by example the integrity and commitment expected from all District personnel.
- B. Demonstrates a clear commitment to achieving and advancing the District's beliefs, mission, objectives and strategic initiatives through consistently visible and respected leadership of assigned personnel; effective structuring and management of assigned function(s); professional growth and development; active participation in community-based, State and national organizations where there are mutual interests, and advocacy for continuous improvement in the design, delivery and evaluation of public education.
- C. Develops and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- D. Develops and maintains a current knowledge of the District's policies, protocols and procedures that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.
- E. Establishes and regularly evaluates policies, plans, programs and procedures required to create and sustain comprehensive, coordinated and compliant department.

- F. Directs the overall planning, development, implementation and ongoing evaluation for all financial and accounting functions; including management policies, established accounting practices as prescribed by law and protocols and procedures to ensure a current and accurate reporting of the District's financial capacity and capability status as scheduled or requested with an emphasis on:
- Fiscal planning, budget development, administration and reporting processes that ensure internal controls and compliance with all applicable Federal, State and local laws and regulations.
 - Facilitates the planning, preparation and administration of the instructional capital outlay.
 - Developing and sustaining a uniform, consistent and secure fiscal recordkeeping system.
 - Developing and sustaining a uniform, consistent and secure receipting and disbursement system.
 - Presenting and interpreting the District's financial status within the District and Community.
- G. Coordinate the annual School District Financial audit plan and manage completion of all audit work papers in preparation of Comprehensive Annual Financial Report completed in accordance with UFARS and GAAP.
- Keeping current and reporting internally on key topics e.g. school finance reform and other related issues with major importance to and impact on financial operations of the District.
 - Contributing information and support during collective bargaining, working closely with the chief negotiator and others on the management team.
 - Contributing expertise in building support for levy and bond issues in the community and in the District's development of an effective legislative platform relating to school funding and finances.
 - Monitor departmental budgets to ensure buildings remain within budgeted amounts and makes adjustment as necessary.
 - Project and maintain adequate records of School District cash flow and make recommendations for investments or borrowing with the degree of security prescribed by statute.
 - Perform all long-term debt management activities.
- H. Provides directly or ensures the provision of timely, effective and complete orientation and ongoing training of department and other appropriate staff so that they are familiar with District policies and all applicable Federal, State or local laws and regulations that apply to the functions for which this position has overall accountability.
- I. Supervises assigned personnel in a manner that consistently achieves established goals through regularly evaluating and refining service and operational efficiencies of the Business Office areas for which accountable.

- J. Conducts timely and effective performance appraisals that recognizes accomplishments and also identifies areas of expected improvement and potential for increased productivity through creative staffing allocations and staffing assignments.
- K. Prepares and presents a program for staff development and training intended to provide growth opportunities and enhance results being achieved.
- L. Directs the purchasing, inventorying, securing, distribution, maintenance and final disposition of District resources including but not necessarily limited to:
 - Developing, implementing and maintaining uniform, consistent and timely bidding and purchasing processes.
 - Developing, implementing and maintaining uniform, consistent and timely processes for requisitioning and distributing instructional supplies and equipment.
 - Developing, implementing and maintaining uniform and consistent inventory control and management procedures for District stores, equipment and property.
 - Developing, implementing and regularly updating of the District's equipment replacement schedules and preventive maintenance programs including the necessary budget adjustments to fund these schedules and programs.
 - Directing internal planning and logistics arrangements related to scheduled construction, remodeling and renovation projects throughout the District.
- M. Insures that financial internal controls and policies and procedures are adhered to district-wide.
- N. Ensuring an accurate and secure payroll system.
- O. Coordinates the retention of Business Office records.
- P. Prepares monthly, quarterly and annual reports for District, State and Federal agencies.
- Q. Other duties as assigned by Chief HR & Administrative Officer.

III. QUALIFICATIONS

- Knowledge, Skills and Abilities required to qualify for this position.
- - Bachelor's degree in accounting plus at least four years' experience in a setting comparable to Richfield Public Schools. The CPA designation is highly desirable.
 - Demonstrated verbal and written communication skills.
 - Ability to perform multiple, highly complex, technical tasks with minimal supervision and support.
 - Knowledge of current issues and challenges impacting public education and also the current developments to address these issues and challenges.
 - Demonstrated abilities to:

- Read, analyze and interpret professional journals, technical procedures and legal / governmental regulations related to performing this position.
- Effectively use current technology tools to enhance personal productivity.
- Write and/or present reports, documents, presentations, proposals and general correspondence in a clear and concise manner.
- Develop long-range plans, establish and successfully achieve goals and make consistently sound, defensible decisions in performing all aspects of this position.
- Working knowledge of applicable and payroll-related tax laws, retirement legislation, TSA regulations, child support rules, leaves and garnishments and other regulations that require compliance by the District in its payroll administration.
- Knowledge skills and abilities to effect consistent accuracy, reliability and confidentiality in all aspects of payroll administration.

IV. WORK ENVIRONMENT

Work is typically performed in an inside, temperature-controlled environment. Work requires the stamina and capacity required by long hours including early morning, evening and weekend activities. Business travel related to this position is required.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. the physical demands and work environment described here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At the sole discretion of the District, the qualifications may be waived or alternate qualifications may be considered.