

# STILLWATER AREA PUBLIC SCHOOLS

## Position Description



### SECTION I: GENERAL INFORMATION

**Position Title:**

*Supervisor of Finance*

**Department / Building:**

*Finance / Central Services*

**Reports to:**

*Chief Financial Officer*

**FLSA Status:**

*Exempt*

**Band/Grade/Subgrade:** *D62*

**Bargaining/Work Unit:**

*Coordinators/Supervisors/Specialists*

**Position Last Updated:** *2/2026*

**Next Position Description Update:** *2/2029*

### SECTION II: JOB SUMMARY

Coordination of financial services required by the district (e.g. accounting, budget, payroll).

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

**Duty/Responsibility No:**

1

**Statement of duty/responsibility:** Department management and supervision

**Percent of Time:**

50%

**Tasks involved in fulfilling above duty/responsibility:**

- Directs and supervises department staff in the areas of accounting, finance and payroll and is responsible for their selection, work assignments, evaluation, work procedures, training, and discipline (if necessary)
- Manages accounting, payroll, cash, investments, and receivable operations of the district
- Develops and implements procedures to ensure accurate recording of revenue and expenditures.
- Manages the annual audit, including the creation and analysis of financial statements, coordination of field work, and preparation of financial reporting documents
- Submits final audit documents to all required entities by the reporting deadlines
- Implements audit recommendations and new accounting standards.
- Coordinates District financial systems and processes. Evaluates and implements changes to processes as necessary (within compliance & statutory guidelines) to ensure efficiency and effectiveness.
- Coordinates Finance department cross-departmental work with Human Resources as necessary
- Provides technical assistance and advice in the use of financial software/systems.

**Duty/Responsibility No:**

2

**Statement of duty/responsibility:** Manages and coordinates cash and investments (including bonds)

**Percent of Time:**

20%

**Tasks involved in fulfilling above duty/responsibility:**

- Review cash and investment accounts and coordinate transactions with financial institutions and/or investment firms as necessary.
- Prepare and file reports as required

**Duty/Responsibility No:**

3

**Statement of duty/responsibility:** Assists with budget development, analysis and reporting

**Percent of Time:**

20%

**Tasks involved in fulfilling above duty/responsibility:**

- Assists in the development and preparation of the district's budget within Board of Education policy, guidelines & assumptions
- Assists with preparing budget projection models on a schedule and at the request of the Chief Financial Officer
- Prepares budget documents for presentations.
- Assists in the development of building/program budgets

**Duty/Responsibility No:**

4

**Statement of duty/responsibility:** Special Projects

**Percent of Time:**

10%

**Tasks involved in fulfilling above duty/responsibility:**

- Performs other special projects and job-related duties as requested or assigned

## **SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of federal, state and district laws, regulations and guidelines covering public school finance and the ability to apply those regulations and guidelines to ensure the District remains in compliance.
- Highly developed written and verbal communication and interaction skills.
- Ability to create/maintain accurate records and tracking systems.
- Highly developed program design, planning, and implementation skills and ability to effectively apply such skills in diverse and sometimes adversarial settings.
- An ability to convene the right individuals and direct the group toward reasonable resolutions of concerns and appropriate responses to special requests.
- Conflict management and mediation skills.
- Effective delegation skills and ability to provide clear direction and support to others.
- Demonstrated ability to transfer information into easily understood documents.
- Ability to manage multiple tasks and changing priorities.
- Knowledge and skill in use of UFARS and Fund Accounting.
- Ability to sequence tasks.
- Highly developed technology skills: e.g. Windows, Microsoft Office/365, and financial systems.
- Knowledge, principles and practices of supervision and personnel management.
- Meeting facilitation skills.
- Ability to interpret data.
- Ability to understand and communicate Legislative initiatives.
- High tolerance for stress and an ability to handle multiple and changing priorities and requests from a wide variety of sources, with attention to detail and deadlines.

## SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school diploma or GED equivalent.
- Bachelor's Degree in Accounting, Business Administration or equivalent field.

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

## SECTION VI: EXPERIENCE REQUIREMENTS

- Three years of successful governmental or fund accounting experience.
- Supervisory experience.
- K-12 experience preferred.
- CPA, Minnesota School Finance experience preferred.

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

## SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

## SECTION VIII: PHYSICAL JOB REQUIREMENTS

**(Indicate according to essential duties/responsibilities):**

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never		O=Occasionally (1-33%)		F=Frequently (34-66%)		C=Consistently (67-100%)	
Demands		Demands		Demands		Demands	
<b>Physical</b>		<b>Lifting/Carrying</b>		<b>Exposure to Environ. Conditions</b>			
Standing	O	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids			N
Walking	O	Up to 25 pounds	O				
Sitting	C	Up to 50 pounds	N				
Talking in person/on the phone	F	Up to 75 pounds	N	Toxic chemicals			N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts			N
Hearing	F	More than 100 pounds	N	Electrical shock risk			N
Feeling, grasping, finger dexterity	C	<b>Noise Levels</b>		Explosives			N
Climbing, balancing	N	Quiet (i.e. private office)	F	Fumes			N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)			N
Crouching, crawling, kneeling, squatting	O		Loud noise (i.e. many children laughing & playing, large earth moving equipment)	N	Extreme heat (non-weather)		
Stretching/reaching with hands & arms	O				Varying weather conditions		
Distinguishing smell	N	Very loud noise (i.e. jack hammer, front row rock concert)	N	<b>Sight</b>			
Distinguishing temperature	N				Vision for close work/ability to adjust focus		
Traveling by automobile	O			Looking at computer monitor			F
				Color vision (identify & distinguish colors)			F
				Peripheral, depth perception			F