



WEST ORANGE-COVE C.I.S.D.

HUMAN RESOURCES OFFICE

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NOTICE♦♦♦♦♦♦♦♦ NOTICE ♦♦♦♦♦♦♦♦ NOTICE

JOB VACANCY

**PROFESSIONAL
DIRECTOR OF FINANCE**

WEST ORANGE –COVE ESC/ADMINISTRATION BUILDING

DESCRIPTION: The Director of Finance is to direct and manage the financial operation of the district including accounting, payroll, purchasing, data processing and tax collection. This position also provides managerial direction and coordination under board policy guidelines to the business department; serves as financial advisor to the Superintendent and Board of Trustees.

- QUALIFICATIONS:**
- A Bachelor's Degree from an accredited college or university in accounting or a business-related field
 - Licensed to practice in Texas as a Certified Public Accountant, preferred
 - TASBO Certification in the field of business management, preferred
 - Advanced technical knowledge of school finance, budgeting and accounting systems, and economics
 - Ability to manage and coordinate diverse district functions through subordinate supervisors
 - Working knowledge of data processing systems and financial applications
 - Strong communication, public relations, and interpersonal skills
 - Five years of experience in school business management, preferred

SALARY: \$93,000.00 - \$108,000.00 Based *on experience*
226 Service Days

HIRE DATE: Immediately

ON-LINE APPLICATIONS AVAILABLE @ www.woccisd.net.

For additional information, you may contact Christina Anderson, Director of Human Resources, 409-882-5610, chan@woccisd.net.

