

January 12, 2022

Position Title: Director of Financial Operations

Summary:

Manage the financial operations of the school district to include accounting and reporting, budget, bids, grants, cash and debt management. Supervise accounts payable, payroll and human resources. Works closely with the superintendent and board of education on financial matters.

Qualifications:

Bachelor's degree in business or accounting
Experience in governmental accounting
Experience as a director or supervisor
CPA preferred

Duties include:

Perform accounting, journal entries, and financial reporting
Supervise accounts payable, payroll and human resource functions
Responsible for cash and debt management
Work with directors and administrators on capital improvement plan and bidding projects
Work with the Superintendent and board of education to develop budget
Monitor internal controls and compliance with state and federal law.
Present financial reports to the Board of Education

Applications accepted until January 24, 2022.

Salary commensurate with the successful candidate's experience and education.