



USD290 Job Posting

Position Title: Finance Director

Reports to: Superintendent

Position Summary:

The Finance Director/Board Clerk coordinates and supervises financial operations to ensure efficient and lawful functioning of the school district. To accomplish these tasks the Finance Director must work closely with the staff and administration of U.S.D. 290 financial operations to ensure efficient and lawful functioning of the school district. The successful candidate will be expected to attend Board meetings and function as the Board Clerk.

KPERS participation for this position is mandatory.

How to Apply: www.usd290.org
Base Rate: Dependent on Qualifications
Hours: Generally, M-F 7:30 a.m.-4:30 p.m.
Date to Close: Tuesday, August 31, 2021

Questions regarding this job posting shall be directed to the Human Resources Department at 785-229-8010, Ext. 1020 or via e-mail at hr@usd290.org.

Additional Information:

College Degree in a Business related field, specifically in the areas of accounting, budgeting, human resources and planning.

Responsible for the overall financial operations of the District, including but not limited to the development and maintenance of the annual budget and assisting the Superintendent with long-range financial projections.

Coordinate and supervise financial operations to ensure efficient and lawful functioning of the school district.

Employee is expected to have acquired the necessary skills and knowledge to perform at an acceptable level within six (6) months of being awarded the position.

USD290 conducts background screenings and TB tests on all potential candidates.

Anyone with a disability who needs a reasonable accommodation related to a selection process is requested to contact the Human Resources Department at 785-229-8010, Ext. 1020 at least two (2) days prior to the scheduled test or interview.

Duties listed on the job description are intended only as illustrations of the various types of work performed. Omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the agreement and is subject to changes as the District's needs and requirements of change. A full job description is available upon request.

***USD290 is an At-Will employer.
USD290 is an Equal employment Opportunity Employer.***