



USD 465
WINFIELD PUBLIC
SCHOOLS

Director of Business

Start Date: As soon as possible to receive training with the current Director of Finance.

SUMMARY: This 12 month, full-time, exempt position is responsible for the overall financial operations of the district, including development and maintenance of the annual budget and assisting the Superintendent with long-range financial projections.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Responsible for budget development and its administration/management through long-range financial planning and monitoring of line items.
- Oversees cash flow, analyzes revenues/expenditures, and recommends investment alternatives.
- Prepares district financial reports for federal, state, and regional governmental agencies.
- Analyzes financial information and prepares reports for the Superintendent to summarize current and projected financial positions.
- Analyzes financial problems and develops solutions to improve daily operations.
- Oversees the accounting of district funds such as the General Fund, Capital Outlay, Food Service, Bond Fund, Federal Programs, Student Activities, and others as authorized by statute.
- Prepares a monthly financial report for the board of education.
- Works with both state auditors and independent CPA auditors during the preparation of their annual audits then presents the findings to the board of education.
- Manages district risk and insurance programs (property, liability, vehicle, and student).
- Verifies payrolls, including deductions for withholding tax, pension, social security, health insurance, and such other salary deductions to ensure compliance with budget requirements.
- Audits all contracts, accounts, and demands against the board of education.
- Supervises the maintenance/upgrade of accounting equipment or programs.
- Participates in county and state organizations to stay abreast of school finance reform and other district related issues.
- Directs all financial accounting in accordance with board policy, state statutes, and regulations.

SUPERVISORY RESPONSIBILITIES: Receptionist, H/R Coordinator, Payroll Clerk, & Accounts Payable.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in Business Administration/Accounting preferred
- Strong accounting and supervisory background required
- School district accounting and reporting experience preferred

CERTIFICATES, LICENSES, REGISTRATIONS: C.P.A. preferred

LANGUAGE SKILLS:

- To read, analyze, and interpret general business periodicals, professional journals, governmental regulations, common scientific and technical journals, financial reports, and legal documents
- To respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- To effectively present information administrators, public groups, and the board of education
- To write reports, business correspondence, and procedure manuals

OTHER SKILLS and/or ABILITIES:

- Detailed oriented, analytical, and the ability to work independently
- Personal computer and spreadsheet skills required
- To perform duties with awareness of all district requirements and Board of Education policies
- Must be able to multitask in a fast paced environment

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. Occasionally, this individual must lift/move up to 25 pounds, such as boxes of files or accounting reports. This position occasionally requires the employee to work irregular or extended hours.

To apply for this job, please use the [USD 465 employment page](#) or the KS Teaching Jobs Website. Please contact Leisa Potts, leisa_potts@usd465.com, with any questions regarding this position posting.

Applications accepted until this position is filled.