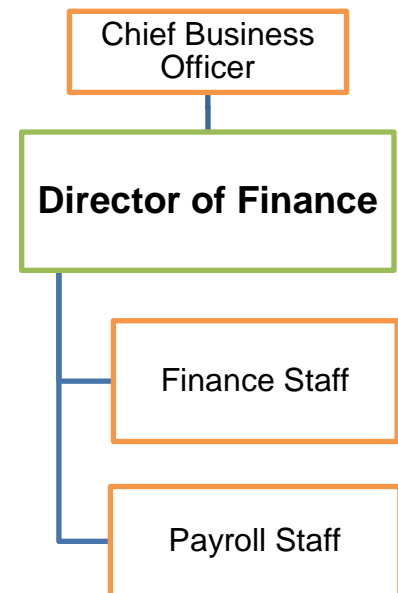


DIRECTOR OF FINANCE

Job Title:	Director of Finance
Initial:	May 26, 2010
Revised:	September 13, 2018
Work Year:	260 days
Office:	Business
Department:	Finance
Reports To:	Chief Business Officer
FLSA Status:	Exempt
Pay Range:	Administrative Salary Schedule – Director Level

Related Organization Chart



POSITION SUMMARY: Prepare and present periodic, informative financial reports for the Board of Education, ensure reporting of annual financial data to the Colorado Department of Education, and prepare financial and statistical analyses to assist administrative staff in decisions and policy making. Safeguard and invest all district financial assets. This includes budget processing and preparation of tools to accumulate budget information from all departments and aspects of the organization. The Director of Finance works with, and leads, Finance staff and designated staff in the Education and Operations Departments to ensure they are well-trained in their responsibilities and execute those responsibilities appropriately. The Director of Finance maintains knowledge of legal and regulatory changes relevant to public entities and Colorado K-12 education. Work is assigned by Chief Business Officer. This position requires application of position knowledge to efficiently assist others with accounting issues and follow/comply with grant guidelines. Work is guided by district policies and procedures, Colorado State Statute, and relevant regulatory agencies and professional standards (e.g. GAAP, GAS, EMMA, etc.). Decision-making requires collaboration with other Business Office Staff, District Administrators, teachers and other colleagues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on work assignment and other factors.

- Establish and maintain budget/forecast systems for all funds and projects.
- Monitor budgets and actual results to ensure funds are being received and expended appropriately and as projected.
- Coordinate with the Purchasing & Contracts Manager and Accounting Group Manager in the preparation of various requests for services, proposals, and seek banking, financial, investing, and auditing services.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Establish budgets with designated administrators. Coordinate cost factors, receipts and budget administration.
 - Assist Chief Business Officer with the management of district financing arrangements, the preparation of official statements, and ensure that related financing payments are made accurately and on time.
 - Perform financial and statistical analyses to assist staff in decision-making and policymaking.
 - Coordinate with the Accounting Group Manager to develop and implement proper controls and procedures to ensure the safekeeping of district assets.
 - Act as authorized fiscal representative for the district.
 - Supervise, direct and evaluate assigned staff.
 - Oversee the payroll process of the district to ensure complete, valid and accurate results on a consistent basis.
 - Assist the Chief Business Officer in representing the district at the local and state level on business and finance related issues.
 - Prepare schedules, maintain appropriate legal records, and oversee the district's compliance with arbitrage regulations, as required by the IRS and the district's long-term debt agreements.
 - Perform other duties as assigned.

Supervision & Technical Responsibilities: This position supervises the Payroll and Finance departments.

Budget Responsibility: This position has budget responsibilities.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position.

Education & Training: Bachelor's Degree and/or advanced training and experience in Finance or Accounting required. Master's Degree in Finance or Accounting preferred.

Experience: Minimum ten years of experience that includes demonstrated leadership and work product in both Finance and Accounting.

Knowledge Skills & Abilities:

- Operating knowledge of and experience with personal computers, software, and basic office equipment.
- Advanced written and oral communication skills, curriculum, policy and procedure, management, accounting, interpersonal relations, evaluation, negotiation and technology.

Certificates, Licenses, & Registrations:

- Certified Public Accountant (CPA) license preferred.
- Criminal background check required for hire.

OTHER WORK FACTORS

Physical Demands: While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is occasionally required to stand; walk, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: While performing the duties of this job, the employee will work primarily in a usual office or school environment.

Mental Functions: While performing the duties of this job, the employee is frequently required to compare, analyze, communicate, coordinate, instruct, compute, synthesize, evaluate, use interpersonal skills and compile. Occasionally required to negotiate.