



Job Opportunity

Finance Director

PAY GRADE: Administrator Salary Schedule
FLSA: Exempt
SUPERVISOR: Superintendent
TERMS OF EMPLOYMENT: 246 days per year.
Works on-site according to designated schedule.

SUMMARY:

Acts as primary budget and financial advisor for the District. Ensures the proper accounting and reporting of financial activities, preparation and administration of the operating and capital improvements budgets based upon Board and Superintendent direction, management of accounts receivable, accounts payable, payroll, and risk management, and coordination of audits. Functions as the primary monitor of revenue trends and events affecting federal, state, and local revenue streams. Provides oversight and management of the Blaine County School District's financial resources to ensure they are well-managed, maintained, maximized, and effectively support the District's mission, strategic plan, and financing of all educational program(s). Reports to the Superintendent.

MINIMUM QUALIFICATIONS:

Bachelor's degree in finance, accounting, business management or related field. Master's degree in Business Administration (MBA) or Certified Public Accounting (CPA) license preferred. Ten (10) years of demonstrated progressive success in public sector business, finance, or operations management, preferably in a public educational setting. Prior successful experience in public school district business administration preferred. Any equivalent combination of education and experience. Spanish language skills or bilingual/biliterate preferred.



DEPARTMENT OF HUMAN RESOURCES

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ESSENTIAL DUTIES AND RESPONSIBILITIES:

(This list of essential duties is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not necessarily list all possible duties that may be assigned.)

- Serves as chief financial officer for the district and manages all aspects of fiscal services including budget development, research and planning, accounting, payroll, cash management, inventory control, financial reporting, purchasing, bookkeeping, inter-local and other contract agreements, real estate, and insurance risk management.
- Advises the Superintendent and Board of Trustees regarding management of financial resources, including projection of revenues and expenditures, development of financial referenda, preparation of prospectus for bond sales, management of short term investments, and similar activities.
- Aligns resources with district goals and priorities through budget development and management.
- Prepares, publishes and distributes District budget as approved by the Board of Trustees.
- Oversees the submission of financial reports required by federal, state, and local government entities.
- Administers policies, rules, and regulations established by the State of Idaho, State Department of Education, and Blaine County School District Board of Trustees.
- Monitors property tax collections and state apportionment collections.
- Administers the general operating, insurance trust, debt service, special education, food service and capital outlay funds of the District, to provide for proper control of receipt and disbursement of monies for the funds.
- Administers preparation of payroll and benefits for all personnel; ensures payments are accurately and timely.
- Arranges for and assists with annual independent financial and compliance audits.
- Selects, trains, assigns work, delegates responsibility and evaluates support staff.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of educational and school district accounting, educational software. Knowledge of pertinent laws, codes, policies, and/or regulations, personnel processes, program planning and development, school budgeting, policies and audit procedures, and principles of public and fund accounting and budgeting. Skill in administrative, human relations, and supervisory work. Skill in presentation expertise combined with strong written and oral communication skills. Skill in performing multiple, highly complex, technical tasks. Skill in operating standard office equipment, including a variety of software applications, planning and managing projects, analyzing budgets, and classifying data. Ability to read and write reports, make decisions, and resolve complex issues in a timely, organized manner. Ability to create and utilize mathematical formulas in spreadsheets for reporting purposes. Ability to maintain confidentiality in all aspects of the position. Ability to communicate effectively in a variety of technical or professional languages in a variety of formats (in person, electronically, virtually). Ability to contribute to a team working environment, creating a positive and professional work climate. Ability to work collaboratively and effectively with diverse groups of individuals and internal/external departments as well as stakeholders.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The job is performed under minimal temperature variations and in a generally hazard free environment. While performing the duties of this job, the employee is regularly required to use mental acuity and repetitive motion; use hands to hold, move, feel and manipulate objects; reach with hands and arms; sit. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Specific speaking and hearing abilities required by this job include expressing or exchanging ideas by means of the spoken word and receiving detailed information through oral communication. Performs sedentary work exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

The Blaine County School District No. 61 is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Blaine County School District No. 61 will provide reasonable accommodations to qualified individuals with disabilities. Preference will be given to qualified veterans pursuant to Idaho Code 65-603, et seq. The Blaine County School District No. 61 is a drug, alcohol, and tobacco-free environment.

Employee Printed Name: _____

Employee Signature: _____ Date: _____

My signature acknowledges that I have read and understand this job description, can fulfill the essential job functions as listed, and have been provided a copy.