



Coeur d'Alene Public Schools

DISTRICT ADMINISTRATIVE CENTER
1400 N. Northwood Center Court, Coeur d'Alene, ID 83814

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www.cdaschools.org

November 5, 2021

NOTICE OF VACANCY

POSITION: DIRECTOR OF FINANCE District Office

PRIMARY FUNCTION: To assist the Superintendent in the task of providing leadership and direction in the areas of school district finance and budget.

QUALIFICATIONS: Candidates must have successful experience, education and/or general knowledge of education, administration, finance, and governmental accounting, rules, regulations and ethics. Candidate must have proficiency in Generally Accepted Accounting Principles (GAAP). Candidate must have a Bachelor's Degree in a related field. Preferred candidates will have a Certified Public Accountant (CPA) license. At least three (3) years of successful related experience, preferably in public school finance and accounting. Demonstrated leadership ability in working with staff, parents, students and the public. Demonstrated successful Public Relation skills presenting to and working with all constituents of a Public K-12 institution.

ADMINISTRATION: Serve as a member of the Superintendent's cabinet. Establish programs, goals, and direction in accordance to the District's strategic direction. Create a culture of high expectations, innovation, and continuous improvement. Works to maintain effective district-community relations and successfully interprets the financial concerns of the district to the community. Works with Director of Operations in assisting the Superintendent in enrollment projections. Assists the Superintendent in school finance. Provide data and pertinent information to the negotiation process and committees as needed. Committees include: Insurance, CAPPs, etc. Develop and implement policies and procedures needed to keep the district current related to areas for business procedures, etc. Oversee the purchasing of supplies, equipment, instructional materials, construction costs, etc. for the district. Manages District enrollment and attendance tracking procedures in accordance with Idaho Code.

FINANCE: Advises the Superintendent and Board on matters pertaining to school finance. Assists the Superintendent in the projection of revenue and expenditures. Oversees data processing procedures and develop reports to provide financial information. Supervises, develops and maintains accounting processes and procedures sufficient to ensure compliance with State and Federal financial laws, regulations, and requirements, ensuring adherence to Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards (GASB) Oversees financial planning and prepares the annual operating budget. Oversees the collection, safekeeping, investments, and distribution of school district funds. Develops and maintains system of internal controls to protect the assets of the District. Implements the Board approved budget. Prepares the monthly financial statement, bill list, financial records and accounts. Oversees the annual external audit.

SUPERVISION: Supervises, evaluates and supports the finance department staff. Performs other duties that may be assigned by Superintendent.

Please see job description above for complete details on requirements, responsibilities, and essential functions.

CLOSES: November 19, 2021

Please go to our website www.cdaschools.org (employment opportunities) to see complete job description and apply through our online application system.