



May 28, 2020

NOTICE OF OPENING

POSITION #097-ADM-05-20: **Executive Director of Business & Finance**
District Office
8 hours per day, 260 Days Per Year
Salary: \$155,259 - \$160,289

DESCRIPTION: Responsible for overseeing all fiscal and fiduciary responsibilities for the school district. Provides direction for District finances, including development of a sound financial strategy, metrics that tie in to the District's overall strategy, leadership and control systems designed to preserve district assets. Manage the district budgeting and internal control systems for all funds. Member of the Superintendent's Cabinet with a central role in school district planning and analysis of current programs, support systems and expenditures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include: Responsible for annual budget development process, administration and long-range financial planning for the district. Prepares financial, business and facility reports for the superintendent, staff, school board, state and federal agencies. Advises the superintendent on all fiscal matters for providing feedback and keeping the superintendent informed. Aligns resources with district goals and priorities through budget development and management. Designs, directs and implements in-service training for professional development of finance and operations staff as needed. Leads and/or facilitates district committees pertaining to areas of responsibility. Provides leadership, support, oversees and evaluates administration of assigned departments for ensuring effective delivery of services to schools, departments and the community. Administers and interprets statutes, regulations and policies concerned with all areas of responsibility. Assists with conducting studies on enrollment, staff projections, staff utilization, and budgeting needs for personnel. Assists the superintendent and staff to analyze financial and educational issues and develop solutions to problems, which ultimately improve daily operations. Assists with the development of levy and bond issues by providing financial information to the superintendent and developing processes, information and materials related to bonds and levies. Works with levy and/or bond committees as directed by the superintendent. Oversees and coordinates matters pertaining to bond sales and post-bond issuance requirements. Administers the district's property and casualty insurance program to ensure that the district's assets are adequately insured. Prepare, edit and input data for the budget (F-195), year-end financial report (F-196) and comprehensive annual financial reports. Prepare specialized reports for schools and departments. Maintain district's fixed assets records for general and capital project funds. Prepare yearly inventory reports for buildings and programs. Provide assistance and support to the state auditor during the performance of the annual audit. Oversees the acquisition of real property. Establishes collaborative working relationships with school site administration and staff. Represents the district for financial matters related to collective bargaining negotiations. Reviews all business-related contracts for ensuring the district and legal guidelines are followed. Reviews and updates administrative policies related to finance and operations for ensuring current accurate and appropriate district practices. Performs other duties similar to the above in scope and function as required.

QUALIFICATIONS: Bachelor's degree in Education, Business, or Public Administration required, Master's preferred, in Education or a related field. Three years' experience in financial management at a Washington State school district office level or in state level school district auditing is preferred. Demonstrated experience working with governmental fund account, Common School manual and OSPI Accounting manual. Knowledge of WSIPC data processing system preferred. Licensed as a CPA or another appropriate license preferred.

Complete job description available upon request.

PROCEDURE: Go to our website at: www.wenatcheeschools.org click on **Employment** and then follow instructions.

SCHEDULE: OPEN UNTIL FILLED.

POSITION START: July 1, 2020.

Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS I-9 form and must provide proof of employment eligibility prior to working.

Disclosure Statement and Record Check: Pursuant to Chapter 486, Washington Laws of 1987, the recommended applicant, if not a current regular employee, will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law. In addition, a background check, based on fingerprints, will be requested from the Washington State Patrol & FBI. Employment is conditional based upon completion of the record check.

The Wenatchee School District complies with all federal and state rules and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental, or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all staff and for students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries may be directed to RCW Officer/ADA Coordinator and Executive Director of Human Resources, Kelly Lopez. Issues related to 504 and Title IX should be directed to Mark Helm, Executive Director of Student Services.

AN EQUAL OPPORTUNITY EMPLOYER