

## **CHARTIERS VALLEY SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** DIRECTOR OF FINANCE AND OPERATIONS

**DEPARTMENT:** Central Office

**LOCATION:** District-wide

**REPORTS TO:** Superintendent

**OBJECTIVE:** The Director of Finance and Operations is directly responsible for all financial and business-related operational matters of the District and will work cooperatively with the Superintendent and the Board of School Directors.

### **QUALIFICATIONS:**

1. Bachelor's degree in business, accounting or similar related discipline.
2. Possession of an MBA or CPA is valued.
3. Five or more years' experience in public sector or an acceptable equivalent in business and finance administration.
4. An understanding of fund accounting and generally accepted accounting practices.
5. Strong technology skills, especially in MS Excel.
6. Strong interpersonal skills and ability to communicate in a professional and positive manner.
7. Ability to assume responsibilities with minimal direct supervision.
8. Status as a Pennsylvania Registered School Business Administrator is valued.

### **ESSENTIAL FUNCTIONS:**

1. Plan, coordinate and direct all business office programs including supervision of business office personnel.
2. Initiate, develop and recommend improved accounting, internal auditing, fund disbursement, record keeping and budgetary control policies and procedures for the District. Administer approved recommendations of fiscal control.
3. Prepare reports, analyses and interpretations of the District's accounts and performance against budget for the general use by the Board of School Directors, Superintendent and principals.
4. Maintain the fiscal records of the District in conformance with legal and operating requirements and prepare all financial reports as required by governmental agencies.
5. Assist and cooperate fully with outside auditing agencies in the conduct of approved audits or review of the District's fiscal records.
6. Develop and recommend forms and procedures for the preparation of the annual budget and advise and assist the Superintendent in its preparation and assembly.
7. Develop a cash flow pattern to ensure sufficient revenues meet liabilities at all times.
8. Receive, invest and deposit all excess revenues in the most advantageous, risk averse manner to increase potential cash reserves within legal constraints and maintain accurate records of revenues.
9. Oversee, coordinate and evaluate the District's purchasing function.

10. Oversee, coordinate and evaluate the risk management and insurance program for the district.
11. Coordinate the financial and operational responsibilities with the Director of Food Services for the District's food service program.
12. Provide advice and counsel on financial policy and procedures to District personnel.
13. Provide oversight support to the food service, transportation and operations/maintenance departments.
14. Provide support to the human resources department, including strong coordination related to employee benefits administration.
15. Review legal contracts from a financial and operational perspective and provide comments to legal counsel.
16. Perform contract management functions.
17. Attend school board meetings, provide information and respond to Board issues and concerns.
18. Serve on committees and task groups.
19. Other duties as assigned by the Superintendent.

**ERGONOMICS:**

- |    |                          |                                       |
|----|--------------------------|---------------------------------------|
| 1. | Sitting:                 | 30% of the workday                    |
| 2. | Standing:                | 30% of the workday                    |
| 3. | Walking – Flat Surfaces: | 25% of the workday                    |
| 4. | Walking – Stairs:        | 5% of the workday                     |
| 5. | Bending:                 | 5% of the workday                     |
| 6. | <u>Lifting:</u>          | 5% of the workday                     |
|    | 0 – 10 lbs.              | 75% of the time lifting is occurring. |
|    | 11 – 20 lbs.             | 25% of the time lifting is occurring. |
|    | 21 – 30 lbs.             | 0% of the time lifting is occurring.  |
|    | 31 + lbs.                | 0% of the time lifting is occurring.  |

**TERMS OF EMPLOYMENT:**

Two hundred sixty (260) day position; on-call as needed during off hours, weekends and holidays. Available on campus during the hours students are in attendance (generally 7:30 a.m. to 4:00 p.m.) and evenings/nights as required. Salary as negotiated with the Superintendent and Board of School Directors with benefits as stated within the Act 93 program. Pre-employment Pennsylvania Criminal Record Check, Child Abuse Clearance, Mandated Reporter Certificate and FBI Fingerprint Clearance required; physical and TB test requirements as mandated by the Pennsylvania Public School Code of 1949 as amended.

**EVALUATION:**

Evaluation will be completed by the Superintendent annually.

**Last Revision: January 2021**