



Job title	<i>Executive Director of Finance and Business Services</i>
Reports to	<i>Superintendent</i>
Department	<i>Finance and Business Services</i>

Work Calendar	12 Months	Salary Schedule	Admin - BB \$101,330 - \$122,499
Benefits Eligible	Yes	Hours per week	40

Summary of Function

Under general supervision assumes responsibility for the overall operation and supervision of the district's business services office and relates the district's financial resources and its educational programs to ensure efficient and effective use of all available financial resources. Plans, supervises and implements various programs for the accurate and efficient control of fiscal operations which comply with all pertinent standards, regulations, and requirements. Reports to the Superintendent.

Qualifications

Qualifications include:

- Minimum seven (7) to ten (10) years of progressive leadership experience, preferably in public education.
- Bachelor's degree from an accredited college or university required
 - Emphasis in accounting, business management or business administration
- Master's degree from an accredited college or university preferred
- Certified Public Accountant (CPA) certification - preferred

Duties and responsibilities

1. Develops long-term strategic and business financial policies and procedures in accordance with Arizona Revised Statutes and the Uniformed System of Financial Records (USFR) ensuring compliance by district staff through training and monitoring programs.
2. Is responsible for cash management including such duties as safeguarding cash, providing information including to banking firms during bid processes, banking, investment and bond financial services, deposits, monitoring daily cash balances, directing the custodian of funds, compiling reports, forecasting short-term and long-term cash flow, book reconciliations, maximizing the District's use of resources by implementing cost savings opportunities, generating investment income, and leveraging cost effective borrowing.



3. Plans and directs the accounting operations of the school district, including general ledger, accounts payable, payroll, and benefits.
4. Collaborates with internal and external personnel (e.g. district staff, local community, auditors, public agencies, State Department of Education, Auditor General's office, grant representatives, regulator agency staff, community members, etc.) for the purpose of implementing and/or maintaining compliance, services and programs and providing information and general support.

Compile and analyze monthly and annual financial reports on district budgets. Recommend actions to ensure compliance with programs, while ensuring maximum impact to support teaching and learning.

5. Conducts internal audits (ie general and special funds, etc.) for the purpose of ensuring programs operations are within budget and in accordance with fiscal practices.
6. Ensure appropriate records retention and generation practices for the purpose of providing an up to date reference system and audit trail.
7. Prepares and presents a wide variety of materials (ie-annual budgets, financial statements, reports for Auditors, Superintendent, Board, Community etc) for the purpose of achieving organizational objectives, and ensuring compliance with legal, financial, and District requirements.
8. Monitors budget allocations, expenditures, fund balances, and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed for all funds.
9. Researches financial topics, budget trends and related legal issues for the purpose of evaluating compliance requirements and potential implications on the district. Anticipates budget trends and develops district budget including staffing and compensation, based on trends and guidance.
10. Participates or facilitates in meetings, workshops, and seminars for the purpose of identifying issues, developing recommendations, providing training, supporting other staff and conveying and/or gathering information required to perform functions.
11. Oversees the reconciliation of account balances for the purpose of maintaining accurate account balances and complying with established guidelines.



12. Performs other duties as assigned.

Leadership and Administration

1. Exhibit commitment to continuous improvement.
2. Encourage and model innovative thinking and risk taking and view problems as learning opportunities.
3. Remain up-to-date on state mandates and priorities as they relate to assigned responsibilities.
4. Promote learning and high expectations for students and staff.
5. Anticipate, manage, and resolve conflicts.
6. Use a variety of communication tools and techniques to exchange information and ideas effectively.
7. Demonstrate clear and effective writing, speaking, and active listening skills.
8. Participate in effective budget planning and management.
9. Prepare and deliver written and oral presentations to the Governing Board, staff, parents, and community groups. Attend Governing Board meetings, and facilitate meetings with staff and other stakeholders.

Skills and Abilities

1. Ability to write reports and correspondence consistent with duties of this position.
2. Ability to communicate clearly and concisely both orally and in written form using a variety of communication techniques and tools to ensure appropriate flow of information, collaborative efforts and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Ability to work with the administrative team on student enrollment projections.
6. Ability to analyze, interpret, and communicate statistical data derived from qualitative and/or quantitative research.
7. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.



8. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
9. Ability to use independent judgment and demonstrates initiative to act without being asked.
10. Established experience and track record in successfully implementing and coordinating financial and facility improvement programs at either a school or district level.
11. Excellent teamwork and collaboration skills

Working conditions

Indoor office environment and outdoor work environment. Manages all job duties with the mobility, agility, dexterity, and focused observation it takes to meet standards of performance. Moderate to extreme environmental conditions and noise levels. Prolonged periods of standing. Exposure to fumes, chemicals and gasses. Must be able to handle stressful situations calmly and with consideration of other persons.

Physical requirements

Work involves the performance of duties where physical exertion and movement is required to perform the aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting and moving for extended periods of time, requires moving from one location to another, reaching, bending, hold and grasping objects. Verbal communication ability required.

Equipment, Aids, Tools and Materials

Uses office equipment which includes but is not limited to: computers, video projectors, white boards, and office or instructional equipment. FUSD recognizes that ever changing development of technology but expects all staff to keep abreast of changing technology opportunities and use tools and devices provided to them.

Mental Tasks

Communicates verbally and in writing. Reads. Analyze and evaluate data and reports. Develop, implement and evaluate plans. Manages own office and work environment. Promotes learning and ensures safety. Perform functions from written and oral instruction and from observing and listening to others.
