Poudre School District

HUMAN RESOURCES DEPARTMENT

# JOB DESCRIPTION

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|---|---|---|---|
| Job Title: | **Executive Director - Finance** | FLSA Status: | **Exempt** |
| Job Family: | **Administrative** | Pay Range: | **A/P Schedule-Grade D** |
| Prepared/Revised Date: | **September 9, 2024** | Job Code: | **10302** |
| | | Days: | **260** |

**SUMMARY:** Reports to the Chief Financial Officer and is responsible for promoting a strong financial management environment through investing in people, building partnerships, leveraging technology, and fostering innovative business practices. The Executive Director of Finance is responsible for providing strategic direction and oversight for the accounting, budgeting, financial reporting, fiscal support, payroll, grant administration, strategic sourcing, and business systems areas of the finance department. The Executive Director of Finance oversees the fiscal internal control structure and ensures compliance with legal mandates, IRS regulations, Board policies, Superintendent policies, District policies, administrative guidelines, grantor agency regulations, and state and federal agency regulations for fiscal-related activities and financial transactions in each of these areas.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| | Description of Job Tasks |
|---|---|
| 1. | Responsible for the District's budgeting, accounting, financial reporting, fiscal support, payroll, grant administration, strategic sourcing, and business systems functions. |
| 2. | Develop and maintain an effective internal control system to promote orderly, economical, efficient, and effective operations; safeguard resources against loss due to fraud, waste and abuse, mismanagement, and errors; promote adherence to statutes, policies, regulations, and guidelines; develop and maintain reliable financial and management data, and accurately report the data in a timely manner. |
| 3. | Responsible for the effective operation of the integrated financial management system; monitor the integrity of system-generated reports and efficiency of fiscal operations. |
| 4. | Ensure procedures are in place to effectively and efficiently complete activities related to month-end and end-of-year closing, state reporting requirements, federal reporting requirements, and preparation of the annual comprehensive financial report. Oversee the legally required annual external audit. |
| 5. | Monitor, evaluate and promote compliance with financial and grant fiscal reporting requirements and legal mandates, IRS regulations, Board and Superintendent Policies and regulations, grantor agencies and state and federal regulatory agencies regarding fiscal and payroll activities and financial transactions. |
| 6. | Responsible for oversight of the development and analysis of the annual District budget in accordance with State statute, Colorado Department of Education regulations, and Board of Education policy; forecasting of revenues and expenditures, budget development timetables, budget request reviews, preparation of fiscal overview documents, and review and analysis of October student counts and student count projections. |
| 7. | Assess budget and actual performance, prepare reports detailing financial performance compared to forecasts, and prepare explanations of budget variances and deviations. Oversee the development and administration of school and department budget allocation methods, employee staffing control functions, and employee compensation projections affecting the District's operating budget and employee negotiations. |
| 8. | Assist with overseeing the management of financial reporting in the areas of daily banking activity, accounts payable and receivable reconciliations, systems reconciliations, and governmental fund accounting activities. Ensure timely and accurate preparation of financial statement reports, including the District's Annual Comprehensive Financial Report. Ensure compliance with the District's external audit requirements as defined by the Colorado General Assembly's Office of the State Auditor. |

| | |
|---|---|
| 9. | Advise cabinet on fiscal matters. Prepare special reports as requested to assist in decision-making. Engage with school and department administrators to provide assistance and leadership in the financial and budgeting activities that impact individual schools and departments. |
| 10. | Maintain current knowledge of pronouncements, regulations, and best practices from the Colorado Department of Education (CDE), Office of Management and Budget (OMB), Governmental Accounting Standards Board (GASB), Governmental Finance Officers Association (GFOA), Association of School Business Officials (ASBO), National Grants Management Association (NGMA), and other local, state, and federal authoritative bodies. |
| 11. | Assure compliance with applicable laws and regulations regarding disclosure of public information. |
| 12. | Perform other duties as assigned. |

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Master's degree in accounting, finance, or related field
- Minimum of ten years of administrative experience in the management of an integrated financial management accounting system, management and analysis of administrative practices and operating procedures
- Minimum of seven years of experience in staff supervision and leadership
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Certified Public Accountant (CPA) certification required
- Certified Governmental Financial Manager (CGFM) preferred
- Certified School Finance Officer (SFO) preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Specialized knowledge of GASB pronouncements, rules, and regulations as well as GFOA and ASBO best practices
- Specialized skills in management; auditing systems and internal controls and CAFR preparation.
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office
- Operating knowledge of and experience with typical office equipment.
- Operating knowledge of integrated financial management systems; BusinessPLUS preferred.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

| | POSITION TITLE | # of EMPLOYEES |
|---|---|---|
| **Reports to:** | Chief Finance Officer | |
| **Direct reports:** | Assistant Controller | 1 |
| | Payroll Manager | 1 |
| | Accounting Manager | 1 |
| | Partnerships & Grants Manager | 1 |
| | Procurement Supervisor | 1 |
| | Business Analyst | 1 |
| | Business Systems Analyst | 1 |
| | Systems Administrator | 1 |
| | Office Manager | 1 |

- Responsible for assisting with interviewing, hiring, and training employees; assisting with planning, assigning, and directing work; assisting with appraising performance; assisting with rewarding, disciplining, and terminating employees; and assisting with addressing complaints and resolving problems.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| **PHYSICAL ACTIVITIES:** | **Amount of Time** | | | |
|---|---|---|---|---|
| | **None** | **Under 1/3** | **1/3 to 2/3** | **Over 2/3** |
| Stand | | | x | |
| Walk | | | x | |
| Sit | | | | x |
| Use hands to finger, handle, or feel | | x | | |
| Reach with hands and arms | | x | | |
| Climb or balance | x | | | |
| Stoop, kneel, crouch, or crawl | x | | | |
| Talk | | | | x |
| Hear | | | | x |
| Taste | x | | | |
| Smell | x | | | |

| **WEIGHT and FORCE DEMANDS:** | **Amount of Time** | | | |
|---|---|---|---|---|
| | **None** | **Under 1/3** | **1/3 to 2/3** | **Over 2/3** |
| Up to 10 pounds | | | | x |
| Up to 25 pounds | | x | | |
| Up to 50 pounds | x | | | |
| Up to 100 pounds | x | | | |
| More than 100 pounds | x | | | |

| **MENTAL FUNCTIONS:** | **Amount of Time** | | | |
|---|---|---|---|---|
| | **None** | **Under 1/3** | **1/3 to 2/3** | **Over 2/3** |
| Compare | | | | x |
| Analyze | | | | x |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Communicate | | | | x |
| Copy | | x | | |
| Coordinate | | | x | |
| Instruct | | | x | |
| Compute | | | | x |
| Synthesize | | | | x |
| Evaluate | | | | x |
| Interpersonal Skills | | | | x |
| Compile | | | | x |
| Negotiate | | | x | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---|---|---|---|---|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | x | | | |
| Work near moving mechanical parts | x | | | |
| Work in high, precarious places | x | | | |
| Fumes or airborne particles | x | | | |
| Toxic or caustic chemicals | x | | | |
| Outdoor weather conditions | x | | | |
| Extreme cold (non-weather) | x | | | |
| Extreme heat (non-weather) | x | | | |
| Risk of electrical shock | x | | | |
| Work with explosives | x | | | |
| Risk of radiation | x | | | |
| Vibration | x | | | |

| VISION DEMANDS: | Required |
|---|---|
| No special vision requirements. | |
| Close vision (clear vision at 20 inches or less) | x |
| Distance vision (clear vision at 20 feet or more) | x |
| Color vision (ability to identify and distinguish colors) | |
| Peripheral vision | x |
| Depth perception | x |
| Ability to adjust focus | x |

| NOISE LEVEL: | Exposure Level |
|---|---|
| Very quiet | |
| Quiet | |
| Moderate | x |
| Loud | |
| Very Loud | |