

NANTUCKET PUBLIC SCHOOLS

Job Description

TITLE: DIRECTOR of FINANCE

REPORTS TO: Superintendent of Schools

TERMS OF EMPLOYMENT: 260 days

JOB SUMMARY: Serves as Chief Financial Officer of the School District and is responsible for all business administration functions. Provides leadership in day-to-day and long range management and oversight of District finances, legal & compliance, human resources, transportation and food services, responsible for all payroll & payables processing, supervises business office assistant and acts as general advisor to the Superintendent of Schools.

QUALIFICATIONS/SKILLS:

1. Bachelor Degree minimum and Master's Degree highly preferred, in finance, business accounting, and/or school business administration
2. Minimum of five (5) years' experience in business and finance, with at least three (3) years in management preferred
3. Demonstrated knowledge of school financial management, GAAP and modified-accrual accounting
4. Strong analytical skills to support data-base management and decision-making, forecasting, cost benefit analyses , ability to understand & anticipate macro/micro economic trends
5. SBO & MCPPO Certification, or the ability to be certified
6. Strong skills in oral and written communications

DUTIES AND RESPONSIBILITIES:

1. Maintain financial controls for all District funds
2. Performs research and other analyses that contribute to the efficient and productive operation of the district
3. Establish efficient system of recording and monitoring all past and current operating expenses and to classify such expenditures in accordance with the State accounting guide
4. Transacts general ledger journals, prepares budget transfers, monitors annual budget to assure that overspending does not occur
5. Provides written quarterly School Committee reports on the condition of the budget
6. Compliance with federal, state, and local regulations established by law, regulation, policy or to which the district is committed by agreement or contract, directing the preparation and submission of required reports for district-based and municipal audits
7. Assists the Superintendent and all Administrators in the preparation and presentation of annual operating and capital budgets to the School Committee, municipal groups and public
8. Responsible for State and Federal government reporting
9. Prepares annual financial statements

10. Performs and oversees year-end closing procedures as required and in preparation for closing out one fiscal year and setting up the next fiscal year
11. Coordinate the activities required by the annual financial audit performed by the independent auditors and performs the duties necessary to ensure a successful audit
12. Knowledge of endowment trusts and fiduciary responsibilities
13. Oversees Food Services program to ensure the District provides a healthy food option, while maintaining a fiscally sound operation that is in compliance with all state and federal regulations
14. Works with the Cape Cod Collaborative to ensure that the District offers public school transportation that meets our student's needs, yet retains fiscal responsibility
15. Provides data and corresponding analyses necessary to properly prepare for negotiations sessions with various employee groups
16. Serves as liaison with Town municipal (FinCom, CapCom, BOS) representatives and School Committee sub-committees
17. Participates in Leadership Team, Administrative Team, and School Committee meetings as required
18. Maintains the confidentiality of sensitive information related to personnel issues, salaries, evaluations, collective bargaining, grievances and arbitrations and legal matters affecting the district
19. Must be able to move 'issues' to solution
20. Performs related work as required, or as assigned by the Superintendent

EVALUATION: Performance will be evaluated annually by the Superintendent of Schools