Job Description: Director of Finance & HR

SUMMARY:

Position: Director of Finance & HR
Description: To assist the Superintendent substantially and effectively by providing sound fiscal management in the operation of all financial and human resource matters. Provides assistance to administration to assure the effective and efficient operation of the district.

Reports to: Superintendent
Department: Administration
Job type: Full time
Classification: Exempt
Calendar Type: 11 Month (Calendar 2)

QUALIFICATIONS:

- Bachelor’s Degree from an accredited four-year educational institution.
- Minimum of five years administrative or professional experience.
- Master’s Degree in relevant field is preferred.
- A strong background in Finance and Human Resources field. (preferred)

ESSENTIAL DUTIES AND RESPONSIBILITIES - FINANCE:

- Create, propose, and direct the district’s approved financial operations.
- Prepare the annual school budget and annual meeting booklet; conduct a budget hearing to inform the public of the proposed budget.
- Monitor all monies coming into the district and insure good audit trails and accountability.
- Establish and maintain an accounting system adequate to record transactions in accordance with the requirements of Missouri Department of Elementary and Secondary Education.
- Establish and maintain a payroll system that satisfied federal laws and regulations such as the Fair Labor Standards Act.
- Select and maintain financial software for both centralized operations and individualized schools sufficient to process transactions in accordance with applicable requirements.
- File all necessary reports, claims, and forms to secure all money due to district grants.
• Arrange for annual independent financial and compliance audits of all accounts, work with auditors to complete year-end audit and at the conclusion of the annual audit, prepare a comprehensive annual financial report.
• Establish and maintain a purchasing system that satisfies the requirements for procurement of goods and services.
• Establish and maintain a system of controls over cash receipts, deposits, disbursements, and investments.
• Establish a system of internal controls for financial operations sufficient to provide reasonable, but not absolute, assurance that accounts are properly stated.
• Establish procedures to ensure timely reconciliation of bank accounts.
• Establish and maintain an internal audit program for the funds of the individual schools.
• Manage the district’s budget and contribute to financial decisions throughout the year.
• Schedule and coordinate the presentation of informational materials, workshops, in-services, and various committees related to Finance.
• Plan and coordinate events and professional development activities for the Finance Department.
• Seek bids according to Board policy.
• Monitor the Student Activity Fund.
• Provide leadership in projecting and financial planning for future years.
• Conduct a finance committee meeting to present information on district expenditures and receipts prior to each regular board meeting.
• Ensure absolute confidentiality of information, files, and records.
• Perform other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES - HR:

• Manage the function of personnel services for the District including, employment, reappointment, agreements, unemployment compensation and retirement systems.
• Direct and monitor the processing of leave requests in accordance with law, regulation and Board policy.
• Administer personnel procedures in accordance with employee agreements including new hires, transfers, assignments, and returns from leave.
• Communicate with school principals and other supervisors regarding personnel matters including salaries, certification, retirement, evaluations and application status.
• Maintain employment and other personnel records regarding administrators and staff on memorandum of agreements; including timely and accurate updating of electronic applicant and employee databases.
• Coordinate the District staffing plan and the staff development process.
• Prepare personnel reports and coordinate record keeping to meet requirements of the state and federal laws and regulations.
• Direct and monitor the processing of leave requests in accordance with law, regulation and School Board policy.
• Process paperwork and set up files on all new employees. This includes entering data, checking verification of experience, background screening and following up on all deficiencies.
• Assist in the computation of salaries and supplements for all new personnel.
• Provide verification of employment records for credit and employment purposes.
• Assist principals and other school personnel in answering and handling of personnel problems.
• Maintain Human Resources information on websites.
• Maintain management databases and HR software.
• Maintain supplies/equipment and coordinate purchase requisitions for the HR Department.
• Schedule and coordinate the presentation of informational materials, workshops, in-services, and various committees related to Human Resources.
• Plan and coordinate events and professional development activities for the HR Department.
• Answer phone calls, emails, and other inquiries for HR Department.
• Ensure absolute confidentiality of information, files, and records.
• Perform other duties as assigned.

SKILLS AND ABILITIES:

• Ability to communicate effectively in both written and oral forms with all levels of management, both internal and external to the district.
• Ability to establish and maintain effective working relationships both internal and external to the district.
• Ability to organize special programs for assigned campuses.
• Ability to use computer including software, database used by the district, spreadsheet and word processing software, calculator, copy machine and telephone.
• Ability to analyze data
• Ability to use effective interview techniques, effective public speaking skills, and problem-solving skills.
WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- Light Work: may require occasional light lifting.
- Nights and weekend activities will be occasionally required.
- Position is in office setting and may involve prolonged work at a desk in one location.
- Moderate travel is required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements, physical demands, work conditions and environment listed above are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.