



Job Opportunity

# Finance Director

**PAY GRADE:** Administrator Salary Schedule  
**FLSA:** Exempt  
**SUPERVISOR:** Superintendent  
**TERMS OF EMPLOYMENT:** 246 days per year.  
Works on-site according to designated schedule.

## SUMMARY:

**A**cts as primary budget and financial advisor for the District. Responsible for the proper accounting and reporting of financial activities; preparation and administration of the operating and capital improvements budgets based upon Board and Superintendent direction; management of accounts receivable, accounts payable, payroll and risk management; coordination of audits. Functions as the primary monitor of revenue trends and events affecting federal, state and local revenue streams. Provides oversight and management of the Blaine County School District's financial resources to ensure they are well-managed, maintained, maximized, and effectively support the District's mission, strategic plan, and financing of all educational program(s).

## MINIMUM QUALIFICATIONS:

**B**achelor's degree in finance, accounting, business management or related field required. Master's degree of business administration (MBA) or certified public accounting (CPA) license preferred. Minimum of five years demonstrated progressive success in public sector business, finance, or operations management, preferably in a public educational setting. Prior successful experience in public school district business administration preferred.



DEPARTMENT OF HUMAN RESOURCES

118 W. Bullion St., Hailey, ID, 83333 | <http://www.blaineschools.org> | ph: (208) 578-5000 | fx: (208) 578-5110



## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(This list of essential duties is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not necessarily list all possible duties that may be assigned.)*

- Serves as chief financial officer for the district and manages all aspects of fiscal services including budget development, research and planning, accounting, payroll, cash management, inventory control, financial reporting, purchasing, bookkeeping, interlocal and other contract agreements, real estate, and insurance risk management.
- Advises the Superintendent and Board of Trustees regarding management of financial resources, including projection of revenues and expenditures, development of financial referenda, preparation of prospectus for bond sales, management of short term investments, and similar activities.
- Aligns resources with district goals and priorities through budget development and management.
- Prepares, publishes and distributes District budget as approved by the Board of Trustees.
- Responsible for the submission of financial reports required by federal, state, and local governmental entities.
- Administers policies, rules, and regulations established by the State of Idaho, State Department of Education, and Blaine County School District Board of Trustees.
- Monitors property tax collections and state apportionment collections.
- Administers the general operating, insurance trust, debt service, special education, food service and capital outlay funds of the District, to provide for proper control of receipt and disbursement of monies for the funds.
- Administers preparation of payroll and benefits for all personnel; ensures payments are accurately and timely.
- Arranges for and assists with annual independent financial and compliance audits.
- Select, train, assign work, delegate responsibility and evaluate support staff.

## **KNOWLEDGE, SKILLS & ABILITIES:**

**K**nowledge of educational and school district accounting, educational software. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include pertinent laws, codes, policies, and/or regulations; personnel processes; program planning and development; school budgeting; policies and audit procedures; and principles of public and fund accounting and budgeting.

Ability to read and write reports, make decisions and resolve complex issues in a timely, organized manner. Ability to create and utilize mathematical formulas in spreadsheets for reporting purposes. Ability to maintain confidentiality in all aspects of the position. Requires the ability to communicate effectively in a variety of technical or professional languages in a variety of formats (in person, electronically, virtually). Ability to contribute to a team working environment, creating a positive and professional work climate. Ability to work collaboratively and effectively with diverse groups of individuals and internal/external departments as well as stakeholders.

Demonstrated administrative, human relations, and supervisory skills. Evidence of presentation skills expertise combined with strong written and oral communication skills. Skill in performing multiple, highly complex, technical tasks. Specific skill-based competencies required to satisfactorily perform the functions of the job include operating standard office equipment including a variety of software applications; planning and managing projects; analyzing budgets; classifying data;

## **PHYSICAL DEMANDS & WORK ENVIRONMENT:**

**T**he usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 35% sitting, 30% walking, and 35% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

*The Blaine County School District No. 61 is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Blaine County School District No. 61 will provide reasonable accommodations to qualified individuals with disabilities. Preference will be given to qualified veterans pursuant to Idaho Code 65-603, et seq. The Blaine County School District No. 61 is a drug, alcohol, and tobacco-free environment.*



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