

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Director of Finance, Business and Operations

Purpose of the Job

Provides leadership in support of the district's mission. Ensures financial stability and student program support.

Essential Job Functions

1. Assist the Superintendent substantially in providing leadership in planning, developing and achieving excellence in educational programs and support services.
2. Serve as chief financial officer for the district and manage 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. Collaborate with and provide support to areas such as collective bargaining and human resources management.
3. Develops and administer levies and bonds.
4. Align resources with district goals and priorities through budget development and management.
5. Serve as chief operating officer for the district and oversee all elements of administrative support services, which could include: transportation, building operations, maintenance and grounds, food and nutrition services, records management, printing, warehousing and distribution, aquatics and facility scheduling, information systems, utilities, building and property security.
6. Lead in the development and implementation of capital facility planning and construction.
7. Administer policies, rules, and regulations established by the State of Washington, State Board of Education, local Board of Directors, and the North Kitsap School District administration.
8. Perform other related duties as assigned.

Qualifications:

Education & Experience:

1. Five years demonstrated progressive success in business, finance, administration, or operations management.
2. Prior successful experience in public school district business administration desired.
3. Experience with computerized accounting systems, spreadsheets, databases, word processing and emerging technology and information services.

Knowledge Skills & Abilities:

4. Demonstrated administrative, human relations, and supervisory skills.
5. Demonstrated managerial skills to include: participatory planning, decision making and problem solving; organization; delegation; evaluation; and team building.
6. Demonstrated ability to lead, organize, coordinate and implement programs, develop an effective relationship supporting building administrators; prioritize and manage complex projects.
7. Evidence of presentation skills expertise with strong written and oral communication abilities.
8. Ability to make decisions and resolve complex issues in a timely, organized manner.

Licenses, Certificates & Special Requirements:

9. Bachelor's degree in business, accounting, public or educational administration or related appropriate field.
10. Advanced degrees, administrative credentials, and/or equivalent training and experience preferred.

Reporting Relationship:

Reports directly to the Superintendent of Schools.

Conditions of Work:

Union Affiliation:

Non-Bargained

FLSA Status:

Exempt

Salary Range:

Non-Bargained

Job #

Job History:

Created 4/98; Revised: 5/12; 3/13

Immediate Supervisor Date

Assist. Superintendent of HR & Operations Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice