



ELKHART INDEPENDENT SCHOOL DISTRICT

Job Posting

Posting Date: 4-1-2019

Position Title: Director of Finance

Location: Central Administration Office

Closing Date: When Filled

Position Summary: Responsible for the operation of all financial and business affairs of the district including but not limited to accounting, payroll, purchasing, risk management, and tax collection. Serve as the chief financial adviser to the superintendent and board of trustees.

Qualifications:

- Two years of experience in Accounting or a Finance-related field
- Two years of financial experience at a high level of responsibility
- Experience in a public school financial position preferred but not required
- College Degree in Accounting preferred but not required

Knowledge/Skills:

- Knowledge of school finance, budgeting, auditing, and principles of economics
- Knowledge of governmental accounting and auditing principles
- Knowledge of local, state, and federal requirements relating to payroll issues and reports
- Knowledge of financial applications and accounting systems, competitive bidding statutes, and purchasing procedures
- Knowledge of computerized accounting systems and effective file maintenance
- Ability to develop complex accounting reports, spreadsheets and databases
- Ability to perform data analysis, keyboarding and word processing functions
- Ability to work with numbers in an accurate and rapid manner and to generate and submit required reports
- Ability to implement policy and procedures that ensure high standards of practice in compliance with local, state, and federal policies
- Ability to oversee and account for receipts, expenditures, investments and transfers of all district funds and to supervise bid procedures, reconcile bank statements, maintain fixed assets records and ensure that appropriate documentation is maintained for all functions
- Ability to analyze and interpret financial data, maintain accurate records and present monthly reports to the superintendent and at school board meetings
- Ability to analyze and evaluate accounting problems and recommend improved procedures to the superintendent
- Ability to manage state and federal grant funds
- Ability to prepare and submit a budget, and to adhere to budget standards and prepare amendments for approval
- Ability to coordinate district functions, prepare for the annual audit and assist auditors as requested
- Ability to manage and evaluate finance personnel
- Ability to problem solve, think critically, and approach challenges in a collaborative manner
- Ability to provide in-district training and to support new learners in accessing professional development at the regional and state level
- Ability to demonstrate strong communication, leadership, public relations, and interpersonal skills
- Ability to work well with central office staff, campus administrators and secretaries

Application Procedure: Application forms are available from the Central Administration Office or at www.elkhartisd.org. Resumes, transcripts and letters of reference may be included. Return completed forms to Kay Chapman at kchapman@elkhartisd.org. DEADLINE: WHEN FILLED

Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.

The district title IX Coordinator is Dr. Lamont Smith, Superintendent – 301 E. Parker – Elkhart, TX 75839, (903-764-2952)