



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Director of Finance and Operations	<b>Department:</b> Finance
<b>Immediate Supervisor's Position Title:</b> Superintendent	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b> Under the direction of the Superintendent, the Director of Finance and Operations serves as the chief financial officer overseeing accounting, budget processes and fiscal reporting. Duties also include providing leadership, management oversight of transportation, technology, nutritional services, building operations and maintenance. The Director of Finance and Operations serves as a member of the administrative team in addressing issues, programs and concerns of the district; updates and provides reports to the finance and facilities committees of the Board concerning related projects and activities.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, organizes, prepares and monitors the school district budget.
  - a) Forecasts and determines future revenue based on projected enrollment, legislative changes, needs in special education, technology, capital requirements, health and safety.
  - b) Monitors and oversees budgetary requests and recommendations from program managers and program areas responsible for overseeing.
  - c) Provides recommendations to Superintendent and School Board for budget components, including additions and reductions as needed.
- Directs, oversees and provides leadership and administrative direction over various district operational services/program areas including building and grounds, nutritional services, district technology and transportation.
  - a) Collaborates and works with building and grounds, architects, contractors and others in the planning, overseeing and monitoring building contraction plans and projects.
  - b) Collaborates and works with the district technology manager to oversee district technology infrastructure and budget.
- Collaborates with Director of Human Resources on staffing and personnel services.
  - a) Supervises the preparation and generation of payroll.
  - b) Negotiates the district's health, safety, worker's compensation, and dental insurances with providers.
  - c) Develops and compiles financial data and information needed for collective bargaining.
  - d) Participates in all negotiation and mediation sessions.
- Manages, directs and supervises all accounting processes, controls and procedures within the District. Monitors and assures all accounting processes meet UFARS requirements. Oversees and coordinates all auditing processes and implementation of audit findings.
- Performs financial analyzes to assess the financial condition of the District. Prepares financial forecasts and reports on the financial condition of the District to the School Board and Superintendent. Meets monthly with the finance and facility committees of the Board to review and discuss district facility and financial issues, projects and concerns.
- Oversees transportation contracts.

- Determines and makes recommendations concerning bond issues and operational levies regarding their tax impact, cash management, fiscal agent and reporting requirements.
- Performs other duties of a comparable level or type, as required.
  - a) Attends training sessions, conferences, seminars, and serves on various district committees.
  - b) Keeps abreast of changing developments and trends in school finance and school operations.
- Attends work regularly and punctually.

**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b>	
less than high school diploma		Type of degree: (B.S., M.A., etc.)	
High school diploma or GED.		Bachelor’s Degree required. Master’s Degree preferred.	
1 year college		2 years college	<b>Major field of study or degree emphasis:</b>  Accounting, Finance, Business Administration or related area.
3 years college	x	4 years college	
<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>			
1st year graduate level		<ul style="list-style-type: none"> <li>• Laws, rules, statutes and guidelines related to school finance, business operations, and accounting.</li> <li>• Organizational, management and supervisory principles, standards and practices.</li> <li>• Knowledge of statistical, investment, budget, accounting and benefit administration procedures.</li> <li>• Human resource and employee relation concepts, principles, laws, rules and processes.</li> <li>• Procedures, practices, laws and rules dealing with the health, safety, food service, technology and transportation including both ADA and OSHA.</li> <li>• Data processing systems and software used in the collection, analysis, reporting and accounting of student and financial information.</li> <li>• Knowledge of UFARS accounting procedures.</li> <li>• Knowledge of district administrative policies and procedures.</li> </ul>	
2nd year graduate level			
Doctorate level			
<b>Required Work Experience in Addition to Formal Education/Training:</b>			
At least five (5) years accounting and finance experience is required.			
<b>Required Supervisory Experience:</b>			
Minimum of three (3) years administrative/supervisory experience			
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b>		

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Managing, projecting, formulating, forecasting and establishing budgets.</li> <li>• Delegating, managing and overseeing supervisory and non-supervisory personnel engaged in diverse and different operational programs/functions within the district.</li> <li>• Oversees the negotiation and administration of contracts and services provided by outside vendors.</li> <li>• Oversees the preparation, maintenance and accounting processes and procedures associated with the maintenance of the general ledger, accounts payable, accounts receivable, student accounting, benefit administration, and payroll processing.</li> <li>• Developing and implementing accounting controls, procedures and methods consistent with acceptable accounting procedures and methods.</li> <li>• Preparation of various local, state or federal accounting/fiscal reports.</li> <li>• Accounting analysis and projection techniques and procedures in the analysis of cash flow requirements, revenue projections, budget requirements and other financial projections.</li> <li>• Human relation, presentational and communication skills needed to advise, negotiate, persuade and interact with representatives of outside organizations, district administrators, elected officials, outside governmental agencies, business agents, attorneys, and the public.</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1	Director of Nutritional Services	1
2	Director of Buildings and Grounds	1
3	Business Office Personnel	5
4	Technology Manager	1
<b>TOTAL</b>		<b>8</b>

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b> Custodial/maintenance, nutritional services, technology, and transportation (contracted).	<b>Total:</b> 69

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></p> <p>This is an administrative and supervisory position performing job duties and assignments in a typical district office environment where there are a minimum of environmental hazards and risks associated with performing the job.</p>
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>				x
<b>Use hands dexterously (use fingers to handle, feel)</b>				x
<b>Reach with hands and arms</b>			x	
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>	x			
<b>Talk or hear</b>				x
<b>Taste or smell</b>	x			
<b>Physical (Lift &amp; carry): up to 10 pounds</b>			x	
<b>up to 25 pounds</b>		x		
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Light Work:**  
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.