



ISAAC SCHOOL DISTRICT NO. 5

3348 West McDowell Road
Phoenix, Arizona 85009-2416
(602) 484-4700 Fax (602) 278-1693

DIRECTOR OF FINANCE

FLSA Exempt: Yes

Salary Schedule: Administrative

Reports to: Superintendent

Department: Finance

Date: May 27, 2008

Supervises: Purchasing Staff
Business and Accounting Staff
Payroll Staff

Primary Function: Plans, directs, coordinates and reviews district programs in the areas of finance, accounting and payroll to ensure efficient and effective support for the educational process.

Qualifications:

1. Bachelor's Degree in Accounting or Business required; Master's preferred; CPA preferred
2. Accounting experience
3. Minimum of five years in school finance administration
4. Complete knowledge of fund accounting
5. Experience in bond market
6. Experience in detailed budgetary planning and control
7. Knowledge of procurement procedures and procurement law

Assigned Responsibilities:

1. Advises district officials on accounting, budgeting and other fiscal matters; interprets and applies provisions of laws, rules, and district policies relating to various business and fiscal matters. Advises the Superintendent on all business, legal and financial affairs of the District and formulates for development and revision of board policies and regulations for Superintendent's review and action.
2. Recommends the establishment of and monitors the administration of other financial reporting procedures and techniques as it relates to the efficient functioning of the district.
3. Supervises the operation of the purchasing function, reviewing and approving equipment and supplies bidding and final costs; causes purchase orders, inventory audits, and delivery and disbursement data to be collected and reported regularly, and

monitors and approves such data; delegates the day-to-day operation of the supply unit to the buyers.

4. Supervises the storage and disposition of district office records.
5. Directs all accounting and purchasing functions; coordinates and directs office methods, record maintenance procedures, and data handling techniques.
6. Responsible for staff accounting records of warehouse purchases.
7. Recommends the hiring, classification, placement, promotion, suspension, or termination of employees in the department; assures the development and operation of appropriate training programs, conducts evaluations of the performance of subordinates.
8. Responsible for preparing financial reports of the Governing Board, federal, state and county agencies as requested or required.
9. Works with the Directors of Support Services and Educational Services regarding fixed asset accounting.
10. Works with the Director of Human Resources to coordinate and integrate personnel and payroll functions.
11. Control the purchase requisitions of all materials, supplies, equipment, and services for the District.
12. Audit all claims and approve all bills.
13. Coordinate construction of the budget under the direction of the Superintendent. Responsible for the preparation and administration of the District budget that meets mandated deadlines and requirements.
14. Directs District election procedures.
15. Serve as member of Meet and Confer Team.
16. Direct and supervise Director of Business Services in preparation of District financial reports.
17. Supervise student activity accounts and serve as student activity treasurer.
18. Responsible for maintenance and making appropriate recommendations for the provision of District liability, property and personnel insurance.
19. Performs other tasks as assigned by the Superintendent.

SALARY: ADMINISTRATIVE SALARY SCHEDULE
CLOSING DATE: OPEN UNTIL FILLED

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER