

**CLOVIS MUNICIPAL SCHOOLS
JOB DESCRIPTIONS**

Position: Director of Finance

Supervisor: Superintendent

General Job Description: Supervise Finance and Accounts Payable staff to help the district to increase effectiveness of financial matters and reduce costs to the ultimate benefit of the educational program. Oversee the finances and financial matters of the district.

Essential Duties and Responsibilities:

1. Demonstrate foresight, examine issues and take initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Use supervision, staff development and performance evaluation to improve the performance of employees. To do this, the administrator follows procedures consistent with the state and local Support Performance Evaluation Plan.
11. Coordinate the preparation of the budget and supervise the management of the budget after approval by the Clovis Board of Education and State Department of Education.
12. Supervise all functions for the finance support service.
13. Be responsible for audits.
14. Measure performance of personnel, equipment, and systems which are assigned to the Director.
15. Evaluate new technical developments in view of district's plans and objectives.
16. Analyze resources and utilization, and initiates programs for improvement.
17. Identifies potential areas of improvement achievable through new and improved systems.
18. Assess proposed systems and recommends appropriate action.
19. Report to management regarding performance of personnel, and equipment resources, and identify significant trends.
20. Supply information and assist in making reports as may be required.

Additional Duties and Responsibilities:

1. Other tasks as may be assigned by the Superintendent.

3. Supervise quarterly reports to school budget planning unit.
4. Calculate employee contracts and addendum to contracts.
5. Annual audit for payroll and contracts.
6. Assist in making district financial investments.

Qualifications:

1. Bachelor's degree in appropriate field or equivalent job related experience.
2. Graduation from a certified/licensed or accredited educational institution with some course work in computer systems.
3. Supervisory experience in either the business or educational application of computer technology and data processing is preferred.
4. Some experience with school budgets and personnel reports is preferred.
5. Such alternatives to the above as the Board may find appropriate and acceptable.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required. Prolonged typing, sitting, and working on a computer terminal, physical ability to type on a keyboard terminal, and adding machine. Manual dexterity is needed to load diskettes and magnetic tapes.

Safety and Health:

1. T.B. Test
2. Knowledge of universal hygiene precautions.

Equipment/Material Handled:

Must know how to properly operate or be willing to learn to operate all equipment including current technology. Computer, adding machine, typewriter, calculator, keyboard, telephone, and other equipment appropriate for this position.

Work Environment:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine, multiple tasks. Must be alert and able to meet deadlines. Flexibility and patience are required. Must be self-motivated and able to complete job assignment without direct supervision. After hour work may be required. Must be able to get along with co-workers/supervisors. Must be able to work well with the public for long periods of time. Must be able to work under stressful conditions.

Terms of Employment:

Salary and work year to be established by the Board.