

# DURANGO SCHOOL DISTRICT 9-R JOB DESCRIPTION

**Job Title:** Director of Finance  
**Job Family:** Administration  
**Department:** Finance  
**Typical Work Year:** 12 months

**Pay Grade:** Administrative Salary Schedule  
**FLSA Status:** Exempt  
**Prepared Date:** June 20, 2017

**SUMMARY:** Responsible for ensuring the assets of the District are properly safeguarded, managed and accounted for, the Director of Finance has the responsibility for managing the recording of all financial transactions within the District to include payroll, accounts payable, investment of District financial assets and oversight of all cash management activities. Works to continuously improve upon the soundness and compliance with the District's financial policies and procedures, develops and promotes positive relationships with various community and school clientele and responsible for the planning and directing of the financial reporting and controls of the District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building or department assignment.*

- D 15% Directs the preparation of annual budgets for the Durango School District 9-R. The annual budget approved by the Durango School District 9-R Board of Education. Prepares the revisions of the budget as directed and provides the revised annual budget for the approval by the Durango School District 9R Board of Education. Oversees and reports on budget execution throughout the year to achieve business objectives.
- D 15% Responsible for initiating and implementing sound management practices to manage and direct the accounting, accounts payable, investment and payroll functions. Responsible for directing the accounting practices and policies of the District to ensure that all financial records are maintained in accordance with generally accepted accounting principles, Board of Education policies and federal, state and local laws or regulations. Responsible for staying abreast of new and proposed accounting principles, regulations and legislation. Responsible for ensuring the proper maintenance of control systems in order to safeguard District assets. Work to identify, adopt and implement prevailing business practices in order to improve operational efficiency and effectiveness.
- M 10% Responsible for the preparation of all financial statements, reporting and projection of balances and other necessary reports for submission to the superintendent, Board of Education and other regulatory and advisory agencies. Manage and analyze District financial data to ensure informed decision making. Prepare and submit, in an accurate, complete and timely manner, all reports for the Colorado Department of Education.
- D 15% Responsible for the District's cash management functions, including control of investment securities and cash flow analyses of all funds.
- D 10% Responsible for timely and accurate completion of the District's Comprehensive Annual Financial Report in conformity with generally accepted accounting principles and Governmental Accounting Standards Board, monthly financial reporting, fixed asset accounting and other reports as necessary. Primary liaison with independent and government auditors.
- D 10% Responsible for assuring that the financial information system supports the District's accounting requirements. Responsible for evaluating and developing enhancements to existing financial information systems and reporting in order to improve operational efficiencies, including the recommendation of new and innovative technology.
- A 5% Responsible for Board of Education and District policies pertaining to accounting and internal controls are implemented and enforced. Responsible for recommending and implementing changes as appropriate.
- M 5% Participates, as a representative on District and out-of-District committees.
- D 10% Supervises, directs and evaluates activities in the District's Financial Services Department, including budgeting, accounting, payroll, insurance, worker's compensation, investments and accounts payable. Includes hiring, supervising, training and evaluating the personnel associated with these activities.

Ongoing 5% Perform other duties as assigned.

**EDUCATION AND TRAINING:** Bachelor’s degree from an accredited college or university in Accounting, Finance, Business Administration or related field. Master’s degree, or CPA strongly preferred. Criminal background check required for hire.

**EXPERIENCE:** Minimum of five (5) years of experience in school business administration, finance, accounting or related field. Colorado School Finance experience preferred.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Valid driver’s license required. Certified Public Accountant certification preferred.

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Proven financial management skills.
- Excellent oral and written communication skills and presentation skills
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to manage multiple tasks/priorities with frequent interruptions.
- Ability to promote and follow Board of Education and District policies, Superintendent policies and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office, email/calendar systems, financial software, publishing software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

**Reports to:** Chief Operations Officer  
**Direct Reports:** Finance Department staff

**BUDGET AND/OR RESOURCE RESPONSIBILITY:** Responsible for the development and implementation of the Finance Department budget. Establishes oversight and controls for the District finance systems.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

<b>WORK ENVIRONMENT:</b>	<b>Amount of</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	