

High Desert ESD

Chief Financial Officer (A-24-25-80)

JOB POSTING

Job Details

Posting ID

A-24-25-80

Title

Chief Financial Officer

Description

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

CHIEF FINANCIAL OFFICER

Definition The CFO is the executive in charge of all business and financial services related to the ESD. The CFO has diversified responsibilities in administrative services, which often requires considerable independent judgment. Decisions are based on policy and procedure, the views of the Board of Directors and the Superintendent, and on experience.

Qualifications This position requires a Bachelor's Degree in Business Administration or related area. A Master's Degree and/or CPA are preferred. The CFO must have current knowledge of principles of governmental accounting, budget regulations and procedures, general laws and policies governing public fiscal administration; knowledge of bidding procedures and contract law, knowledge of the operations of Education Service Districts and public school districts; and the ability to perform difficult accounting work requiring independent judgment and initiative. The CFO must establish effective relationships with component districts, other employees, school district personnel and the public. Access to reliable transportation and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Classification Administrator

Reports To Superintendent

Performance Responsibilities

1. Responsible for all ESD and contracted school districts' financial operations, including, but not limited to, budgeting, payroll, accounts receivable, accounts payable, general ledger, revenue forecasting, revenue receipting, purchasing and audits; in keeping with this responsibility, the CFO attends meetings and workshops which pertain to current school fiscal matters
2. Advise the Board and the Superintendent in matters relating to the fiscal resources of the ESD, particularly as those resources related to program planning, employee salaries and employee benefits (including PERS).
3. Together with the Superintendent, the CFO has responsibilities in the area of general administrative services; the CFO is a link between the Oregon Department of Education and the Education Service District, and maintains collateral communications with component districts
4. Monitor budgets, business functions, and annual reports of component districts and assists component district with business functions as requested
5. Irregular working hours are common
6. Supervise the general business processing operations of the ESD
7. Supervise business office support staff
8. Attend board meetings, compile data and prepare estimates as directed by the Board and Superintendent; disperse materials and supplies from the Oregon Department of

- Education to component school districts, and collect forms and reports from component school districts for forwarding to ODE
9. File legal notices with the county clerk, prepare budget calendar and budget document, files and notices; maintain current knowledge of budgeting laws and administrative rules; prepare resolutions for the ESD and contracted school districts
 10. Responsible for the ESD's risk function
 11. Perform all functions related to the fiscal operations of the Education Service District and contracted school districts, including, but not limited to, maintaining the general ledger, preparing invoices, checks and electronic payments, performing all payroll functions, preparing financial statements, cash management preparing appropriate reports, and preparing for the annual audit
 12. Assist in all administrative functions of the ESD, and provide support services for staff
 13. Serve on Superintendent's executive staff; be proficient in strategic planning, equity, mission, vision, collaboration, and data-based decision-making
 14. Responsible for accounting and management of the fixed assets of the ESD including land, buildings and automobiles
 15. Respect and maintain confidential information in all situations
 16. Fulfill other related duties as assigned

Terms of Employment Salary, benefits and vacation are established by policy and contract renewable annually by the Board of Directors.

<i>Shift Type</i>	Full Time	<i>Salary Range</i>	\$154,000.00 to \$157,000.00
<i>Salary Code</i>	Annual	<i>Job Category</i>	Administrator
<i>External Job Application</i>	OR Teacher Application	<i>Internal Job Application</i>	OR Teacher Application
<i>Location</i>	High Desert Regional Education Center	<i>Posting Status</i>	Active

Minimum Qualifications Screening

Job Application Timeframes

<i>Internal Start Date</i>	06/19/2024	<i>General Start Date</i>	06/19/2024
<i>Internal End Date</i>	07/05/2024	<i>General End Date</i>	07/05/2024

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	Kristen Johns	<i>Title</i>	Human Resources Manager
<i>Location</i>	High Desert Regional Education Center	<i>Phone</i>	541-693-5625
<i>Email</i>	kristen.johns@hdesd.org		

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Licensed Reference Check
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