

## NEWBERG SCHOOL DISTRICT

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**POSITION: Director of Finance**  
**POSITION LOCATION: District Office**  
**CLASSIFICATION: Administrator I**  
**REPORTS TO: Superintendent**  
**SALARY: According to Administrator I Salary Schedule**

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**APPLY HERE: [DIRECTOR OF FINANCE NEWBERG DUNDEE PUBLIC SCHOOLS](#)**

### **JOB SUMMARY:**

Direct the district's financial services. Provide day-to-day accounting of District funds, effectively invest the district funds, prepare the District budget document, and oversee state and federal grants. The position is responsible for supervision of business office employees.

### **QUALIFICATIONS:**

#### **Knowledge, Skills, Abilities:**

Knowledge of: State and federal budgeting and accounting law for school districts, federal and state grants and programs, investment policies, procedures and practices, public purchasing law, and state and federal laws.

Skilled in: Technology and data processing, current practices of school and business fiscal management, fund accounting, preparation and management of annual district budget, managing cash flow needs, maintaining an updated inventory of all district property, and preparation for annual audit.

Ability to: Communicate effectively; serve as bondable custodian of district funds, documents and securities, and to effectively manage all district assets, bank accounts and contracts; organize, develop and complete comprehensive and detailed financial reports; provide strong leadership in fulfilling the business-related operations of the district including the effective supervision of other personnel. Work collaboratively and positively with staff, parents, students and patrons; work with integrity, honesty and fairness; promote and sustain high standards; communicate clearly verbally and in writing; involve staff as leaders; engage staff in decisions regarding the daily operation.

**Experience:** Five years in business or accounting management. Oregon School District management or K-12 school administration preferred.

**Education:** Degree in Business Management or Finance Accounting or the equivalent education and experience. Masters preferred.

**Certification Required:** CPA Preferred.

### **ESSENTIAL JOB FUNCTIONS:**

1. Serve as Deputy Clerk and, under the supervision of the superintendent, organize and establish the budget procedures.
2. Serve as fiscal officer to the Budget Committee; implement budget control; develop the budget calendar.
3. Supervise and evaluate the fiscal services coordinator, payroll clerk, and fiscal services assistant.
4. Act as the district agent for all district contracts, agreements, and transactions affecting the business function of the district.
5. Advise the superintendent, staff members and Board of Directors on all matters related to business

- affairs.
6. Supervise the investment of district funds.
  7. Oversee all aspects of property, casualty, professional and general liability insurance.
  8. Prepare financial and statistical reports for the Board of Directors and district auditors.
  9. Supervise the purchase and management of supplies and equipment; maintain an inventory of items purchased.
  10. Provide support to the superintendent in district elections including tax and bond measures.
  11. Participate in developing new school facilities and the tracking of all bond funds.
  12. Provide financial data, projections and analysis when requested by the superintendent and Board.
  13. Consult regularly with the superintendent and other district personnel on questions relating to the district's business and financial concerns.
  14. Plan and monitor an accounting control system.
  15. Prepare revenue and expenditure cost data for negotiations.
  16. Monitor all vouchers authorizing the expenditure of funds.
  17. Prepare and analyze financial statements.
  18. Make a full and itemized report of finances of the district to the superintendent on an ongoing basis.
  19. Arrange for audits of all accounts.
  20. Provide guidance to building secretaries and principals in the receipt and expenditure of school activity funds.
  21. Recommend policy and procedural changes in cash management and investments.
  22. Ensure all district payments are made in a timely manner.
  23. Manage all trust funds of the district including allocation of interest and processing of awards and scholarships.
  24. Manage daily cash flow and oversee investment and cash receipt functions.
  25. Administer a program for processing supplies and equipment. Maintain inventory control.
  26. Maintain control over all Debt Service and Capital Project funds.
  27. Administer an effective program for accounting of all State and Federal program funds.
  28. Meet the demands of the district by providing updated technology that supports business functions.
  29. Supervise and maintain district insurance coverage policies.
  30. Prepare RFP's and RFI's and assist staff in the bidding process.
  31. Prepare enrollment projections.
  32. Monitor growth and assist in presenting growth projections to the superintendent, Board and community.
  33. Serve as a member of the Superintendent's Cabinet.
  34. Perform other duties as assigned.

### **JOB REQUIREMENTS:**

**Language Skills:** Ability to read and comprehend complex technical language. Ability to write memos and correspondence. Ability to effectively present information in one-to-one small group situations.

**Mathematical Skills:** Ability to perform basic mathematical calculations with a high degree of accuracy.

**Reasoning Ability:** Ability to apply common sense to carry out detailed, but basic, written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Other Skills and Abilities:** Ability to work collaboratively and establish and maintain effective working relationships with co-workers, supervisor(s), staff, students, parents and community.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to walk and may be continuously required to stand. The employee will frequently bend or twist at the neck and trunk while performing the duties of this job. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must be able to lift and/or move up to 10 pounds. The employee may be required to sit at a desk and use a computer for long periods of time.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Works in a school environment. Able to use a telephone, operate a computer, and use other office equipment. Able to drive to other program sites and meetings.

**TERMS OF EMPLOYMENT:**

Twelve-month period with vacation time as established.

**CLASSIFICATION/LOCATION:** Administrative full time position at the District Office.

**CALENDAR/BENEFITS: INTERNAL APPLICANTS ONLY NEED TO APPLY.** Salary range \$143,790- \$153,711 in accordance with the 2024-2025 Administrator I Salary Schedule. Newberg School District pays 6% PERS contribution, provides a generous insurance cap, long-term disability and life insurance. Optional Life, AD&D insurance, Short Term Disability, Tax Shelter Annuities, Section 125 health and dependent care accounts, Tuition Reimbursement, Professional Development and Employee Assistance Program through Canopy are available to all staff. Coaching opportunities are also available.

*The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this or similar. Positions and additional duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations to enable individuals with disabilities to perform the essential functions of this job may be made. Newberg Public Schools is an Equal Opportunity Employer and Actively Seeks Minority Applicants. The District complies with Equal Opportunity/Affirmative Action/Title IX Requirements Applicants who best meet the requirements of the position will be invited for an interview.*