

# GLADSTONE SD 115

## Director of Finance (2759)

### JOB POSTING

---

#### **Job Details**

Posting ID

**2759**

Title

**Director of Finance**

Description

Contract Work Year: 235 Days  
Supervised by: Superintendent or designee

Application Deadline: January 31, 2025 or until filled  
Start Date: February 2025

Gladstone School District offers a comprehensive benefit package.

*Gladstone School District #115 strives to create an inclusive environment that welcomes and values the diversity of our staff and students. We foster fairness, equity and inclusion to create a workplace environment where everyone is treated with respect and dignity. We are most interested in finding the best candidate for the position, and we encourage you to apply. If you are unsure whether you meet the qualifications of this position, or how this would be determined, please feel free to contact human Resources to discuss your application.*

**JOB GOAL:** To provide leadership and oversight of the financial operations of the District and to administer related departments and support services in such a way as to provide the best educational opportunities possible within the financial resources that are available.

#### **MINIMUM QUALIFICATIONS:**

1. Bachelors or Masters Degree in Business Administration, Public Administration, or Accounting.
2. Current Certified Public Accountant license is highly desired.
3. Must possess a working knowledge of fiscal management, legal matters, risk management, facilities, collective bargaining, technology applications, and school district operations.
4. Must demonstrate a proficiency in supervisory experience.
5. Familiarity with Oregon school finance, administration, and Oregon budget law are required.
6. Demonstrates effective communication skills both orally and in writing.
7. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

#### **MAJOR RESPONSIBILITIES:**

1. Determine major sources of revenue for the School District.
2. Has overall responsibility for budget development and long-range financial planning.
3. Produces financial projections for the Superintendent and School Board.
4. Provides financial reporting for School Board, Superintendent, and administration.
5. Is responsible for the District's investments.
6. Manages the District's real estate and insurance.
7. Provides primary assistance with collective bargaining.
8. Interprets the financial concerns of the District to the community.
9. Coordinates District policy development as it relates to finance and operations.
10. Interprets and applies provisions of State statute and various regulatory agencies.
11. Reads, interprets, applies and explain rules, regulations, policies and procedures to the board, superintendent, administrators, and community.

12. Provides administrative oversight to district operations, i.e., business office, payroll, accounting and audit, student body accounts, legal affairs, risk management, purchasing and grants.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises the management of the financial affairs of the District and its schools.
2. Responsible for budget development and long-range planning of the District.
3. Acts as advisor to the Superintendent on questions relating to the financial affairs of the District.
4. Manages the building resource allocation processes.
5. Supervises, the collection, safekeeping, and distribution of all funds.
6. Monitors and provides information regarding income and expenditures; authorizes investments and executes borrowing.
7. Oversees and coordinates the development of department policy and budgets within areas of responsibility. Controls expenditures within approved budgets; prepares and controls budget plan for use of federal or special grant funds.
8. Provides guidance and leadership to directors, department coordinators and staff in assigned areas of responsibility, and consults and coordinates with other departments to ensure effective fiscal management.
9. Promotes the establishment and maintenance of a partnership between educational programs and financial/business services.
10. Serves as liaison with local and federal governmental units.
11. Prepares and presents necessary financial plans and reports to the Superintendent.
12. Coordinates investments, banking, and bond counsel.
13. Directs preparation of long and short-range work plans for assigned areas.
14. Attend Board and budget meetings. Facilitate discussion and decision making regarding financial services.
15. Provide the Superintendent and Board with information and data to support recommendations and decisions; inform the Superintendent and Board of matters related to financial decisions, long range planning, and conservation of District assets.
16. Oversee the development and preparation of the annual budget for the District. Analyze and review budget and financial data and authorize expenditures in accordance with the adopted budget and established limitations and safeguards.
17. Provide leadership to improve operating efficiencies that assist the District in identifying cost avoidances while minimizing or reducing the impact on educational programs.
18. Serve on the executive decision making team and Superintendent's Cabinet.
19. Represent the District's financial interests externally to media, government agencies, funding agencies.
20. Recruit, supervise, develop and evaluate the performance of assigned staff; interview and select employees; coordinate and arrange for training and management of staff.
21. Attend a variety of meetings; chair or serve on assigned committees; present to community groups; facilitate District budget committee meetings; and serve as a member of the executive cabinet for board meetings.
22. Communicate with other administrators, District support staff, and contractors to coordinate activities, and programs. Resolve issues and exchange information to assure effective services for the District.
23. Negotiate contracts with vendors such as auditors, bonding agents, transportation providers, financial institutions, legal institutions, maintenance, operations and insurance companies.
24. Direct and oversee the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.
25. Gather and analyze data and make appropriate fiscal and business recommendations to the Board, Superintendent, and Cabinet.
26. Establish and maintain cooperative and effective working relationships with others.
27. Provide professional growth through active membership and participation in professional organizations; maintain current knowledge of new district/state procedures and legislation related to the position.
28. Performs other duties as assigned by the Superintendent.

*Shift Type*

**Full-Time**

*Salary Range*

**\$134,275.00 to \$151,128.00**

<i>Salary Code</i>	<b>Per Year</b>	<i>Job Category</i>	<b>Administrative</b>
<i>External Job Application</i>	<b>Administrator Application - Final</b>	<i>Internal Job Application</i>	<b>Administrator Application - Final</b>
<i>Location</i>	<b>Gladstone School District Office</b>	<i>Posting Status</i>	<b>Inactive</b>
<i>Minimum Qualifications Screening</i>			

**Job Application Timeframes**

<i>Internal Start Date</i>	<b>01/14/2025</b>	<i>General Start Date</i>	<b>01/14/2025</b>
<i>Internal End Date</i>	<b>01/31/2025</b>	<i>General End Date</i>	<b>01/31/2025</b>

**Job Pools**

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

**Alternate Job Contact**

<i>Name</i>	<b>Jennifer Zamora</b>	<i>Title</i>	<b>Executive Assistant</b>
<i>Location</i>	<b>Gladstone School District Office</b>	<i>Phone</i>	<b>503.655.2777</b>
<i>Email</i>	<b>zamoraj@gladstone.k12.or.us</b>		

**References**

<i>Automatically Send Reference Check</i>	<b>No</b>	<i>Reference Check Form</i>	<b>Certified Survey</b>
---	-----------	-----------------------------	-------------------------