

DIRECTOR OF BUSINESS AND FINANCE

Global Learning Charter Public School

General Purpose

The Director of Business and Finance is responsible for directing the school district's overall financial policies and practices. Responsibilities include developing and maintaining a process of identifying, accumulating, analyzing, interpreting, preparing, and communicating financial information to be used in strategic decision making and resource allocation. These responsibilities require the position to work effectively with the executive director and other school district administrators, the Board of Trustees, the Massachusetts Department of Elementary and Secondary Education, the Massachusetts Department of Revenue, outside auditors and vendors.

The Director of Business and Finance is responsible for providing accurate information that complies with generally accepted accounting principles and/or industry standards. The integrity of the information must be of the highest standard in order for it to be relied upon by the appropriate stakeholders.

The Director of Business and Finance also oversees all financial operational functions including accounting, budget, insurance, transportation, food service and federal and state grants. In addition, the Director of Business and Finance has responsibilities for all federal and state reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following but other duties may be assigned.

1. Establishes and supervises a program of accounting and fiscal control systems to ensure financial matters of the School District follow generally accepted practices.
2. Administers a budget control system and assists in the execution of the enacted budget, including the recommendation of administration controls.
3. Monitors expenses and funding sources on a daily basis and provides a monthly accounting of all income and expenditures.
4. Reconciles accounts with Principals and Directors for expenditure control to maintain accuracy and integrity of financial information.
5. Oversees all student activity accounts to ensure revenue collection and expenditure controls are in compliance with acceptable accounting practices.
6. Coordinates and prepares for the Executive Director's approval and electronic submission of various State and Federal reports.
7. Cooperates with auditors and provides information as requested
8. Serves as School District representative for the State/Federal school lunch program to ensure that food services are provided in accordance with State and Federal laws.
9. Is accountable and responsible for the overall fiscal management, accounting procedures and operation of the food service program.
10. Assists in supervising the food service manager.
11. Administers and supervises the operation of the school bus fleet to insure safe, economical and comfortable transportation for students.

12. Assists in recruiting, hiring, testing and training of all clerical, financial, custodial and other support staff personnel.
13. Provides direction, supervision and performance evaluation of clerical personnel in the main office as well as assisting with the supervision and performance of custodial and maintenance staff.
14. Serves as the District's Title IX Coordinator.
15. Prepares bidding documents including notice to bidders, instruction to bidders, specifications, and form of proposal and directs the bidding process by coordinating advertising, analyzing quotations, conducting necessary follow-up evaluations and recommending awards to the Board of Trustees.
16. Coordinates the maintenance of appropriate accounting, payroll, personnel, contract and vendor records.
17. Prepares cost studies as necessary and researches and compiles necessary financial data for better understanding of educational problems; assembles statistical data for application to solutions for educational problems.
18. Maintains bank reconciliations, prepares cash flow statements and forecasts, borrows and invests funds accordingly and prepares necessary financial reports.
19. Oversees the daily operation of the facility and makes appropriate recommendations for repairs and renovations.
20. Any other duties the Executive Director may assign.

QUALIFICATIONS

- Bachelor's Degree required, Masters in Business Administration preferred but not required
- Demonstrated track record of progressive leadership and responsibility in financial management
- Knowledge of public/government related financial operations (school financial experience preferred)
- Strong knowledge of financial planning and reporting required
- Demonstrated experience with state and federal reporting
- Demonstrated experience working with financial software appropriate for an educational budget
- Demonstrated experience in procurement

SALARY

Commensurate with regard to experience and qualifications

Send letter of intent, resume, transcripts and three current letters of reference to:

Ellie Hurd, Executive Assistant
Global Learning Charter Public School
190 Ashley Blvd
New Bedford, MA 02746

NO PHONE CALLS

Application deadline: February 24, 2012

Some positions are offered in full or in part by grants from the MADOE. Equal Opportunity Employer.