

Job Description
Sedgwick County Educational Services Interlocal Cooperative #618

Director of Finance and Operations

Purpose Statement

The job of Director of Finance and Operations is done for the purpose/s of directing facility operations, business programs, and financial services; acquiring and distributing material resources; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Executive Director.

Essential Functions

- Administers bidding process and contracts for Coop equipment and vehicles (e.g. prepare specifications, evaluate bids, recommend vendors, conduct bid meetings, etc.) for the purpose of securing items and services within budget and in compliance with established guidelines.
- Analyzes a variety of financial information (e.g. budget variances, cost projections, operational and capital outlay needs, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and ensuring overall operations are within budget.
- Assists a variety of external agency personnel (e.g. auditors, grant representatives, regulatory agency staff, etc.) for the purpose of providing information and general finance/operations support.
- Collaborates with a variety of personnel (e.g. other administrators, auditors, public agencies, community members, acquisition and disbursement departments, etc.) for the purpose of implementing and maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, school districts, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and monitoring program components.
- Conducts internal audits for the purpose of ensuring program operations are within budget and in accordance with fiscal practices.
- Coordinates technology programs and databases for the purpose of completing activities and directing services in a timely manner.
- Directs a wide variety of organizational activities (e.g. department operations, maintenance of services, implementation of new programs and processes, etc.) for the purpose of providing services within established time frames and in compliance with related requirements.
- Facilitating and/or attending meetings, workshops, seminars on a wide variety of topics (e.g. financial procedures, regulatory requirements, community or outside agency requests, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a representative of the organization.
- Maintains a variety of fiscal documents, files, records (e.g. accounts payable, accounts receivable, student activities, contracts, asset inventories, etc.) for the purpose of providing an up-to-date reference and audit trail.
- Manages assigned program and departmental responsibilities for the purpose of achieving organizational objectives and ensuring compliance with legal, financial, and organizational requirements.
- Monitors a wide variety of related financial activities (e.g. budget allocations, expenditures, fund balances, etc.) for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and fiscal practices are followed.
- Participates in a variety of meetings (e.g. conferences, leadership team meetings, finance seminars, etc.) for the purpose of conveying and gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.

- Prepares a wide variety of materials (e.g. annual budgets, financial statements, and reports for the Board, Executive Director, and department administrators, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and providing supporting materials for requested actions.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Researches financial topics and related legal issues (e.g. discrepancies, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on organizational operations.
- Responds to a wide variety of inquiries (e.g. staff, district personnel, other professional organizations, etc.) for the purpose of resolving problems, providing information, and referring to appropriate personnel.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including a variety of software applications; planning and managing projects; overseeing financial activities; and preparing and maintaining accurate records.

KNOWLEDGE is required to utilize theoretical mathematical concepts; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and regulations; personnel processes; program planning and development; educational institution budgeting, policies, and audit procedures; concepts of grammar and punctuation; federal and state purchasing regulations; and principles of public and fund accounting and

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing a department; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting and carrying up to twenty (20) pounds some pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Bachelors or Masters degree in job-related area.

Equivalency:

Required Testing

Certificates and Licenses

KSDE General or Special Education administrator license preferred
 Kansas Drivers' license and evidence of insurability

Continuing Educ. / Training
Maintains licensure and/or certificates

Clearances

FLSA Status
Exempt

Approval Date

Salary Grade