

Director of Finance and State/Federal Programs



JOB SUMMARY

The Director of Finance and State/Federal Programs is responsible for fulfilling the MCRSD vision of meeting the social, emotional, and academic needs of every student we serve. By ensuring MCRSD complies with state and federal reporting requirements, the Director will ensure that MCRSD receives the allocated funding resources needed to realize our vision. Under the direction of the district leadership, the director will oversee the budgetary process, assist in developing revenue and expenditure budgets, and prepare required financial reports and presentations as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists district leadership in financial operations and district financial reporting.
- Ensures that all federal and state timelines are met regarding financial reporting for compliance with state and federal laws.
- Attends district board meetings and presents financial reports to the superintendent.
- Collaborates with ADE and Maricopa County School Superintendent's Office to ensure that accounting and reporting of all funds are in accordance with the Uniform System of Financial Records (USFR).
- Develops and conducts training to ensure District finance procedures follow state and federal guidelines.
- Oversees financial operations of the district.
- Provides direction and oversight for the budgetary process and presents annual expenditure budget to governing board.
- Monitors budget balances and available cash every month.
- Ensures all district purchases are made in accordance with the State Procurement Code and Governing Board Policies.
- Arranges for internal audits and assists external auditors and monitors as needed.

- Works with district leadership, ADE, and others parties involved to submit and/or revise State/Federal grants.
- Completes State Integrated Action Planning and ensures timely submission to ensure grants are substantially approved.
- Manages State and Federal grants, which includes submitting reimbursement requests on a monthly basis.
- Manage ADE Reporting
- Coordinate State Assessments
- Manages any staff working with district finance such as Finance Coordinator.
- Performs other duties as may be required or assigned by the Superintendent.

<p>MINIMUM EDUCATION AND/OR EXPERIENCE:</p> <ul style="list-style-type: none"> • Master’s Degree in Education • 5 years of experience in an Educational Leadership position (e.g., Principal, Dean, Coach, etc.) 	<p>PREFERRED EDUCATION AND/OR EXPERIENCE:</p> <ul style="list-style-type: none"> • Arizona Principal Certificate • State and Federal Program Experience
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KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- State Assessment Practices
- Entitlement Grant Funding
- Arizona Department of Education reporting requirements
- USFR

Skilled in:

- Oral and written communication
- Distributive Leadership
- Group Facilitation
- Project Management
- Developing and following processes and procedures
- School ERP Financial Software

Ability to:

- Maintain positive relationships with staff, students and community
- Maintain Confidentiality
- Communicate effectively verbally and in writing
- Manage ongoing multiple processes
- Work independently

Core Competencies:

■ Communication ■ Relationships for Impact ■ Initiative and Persistence ■
Monitoring and Directiveness,

PHYSICAL DEMANDS & WORK ENVIRONMENT: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. The employee must use hands, arms, and fingers to input data, handle, feel or reach; the employee may occasionally push or lift up to 50 lbs. such as boxes, supplies, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus, close vision, distance vision, color vision, peripheral vision, and depth perception.

The noise level in the work environment is moderate to loud and can vary in temperature. The nature of this position is fast-paced and may occasionally be thought of as stressful. Through interaction with the public and other district employees, the employee may encounter different scents.

EDUCATION RE-IMAGINED.

Maricopa County Regional School District sets itself apart from other public schools by granting autonomy to the people with the greatest understanding of what the students

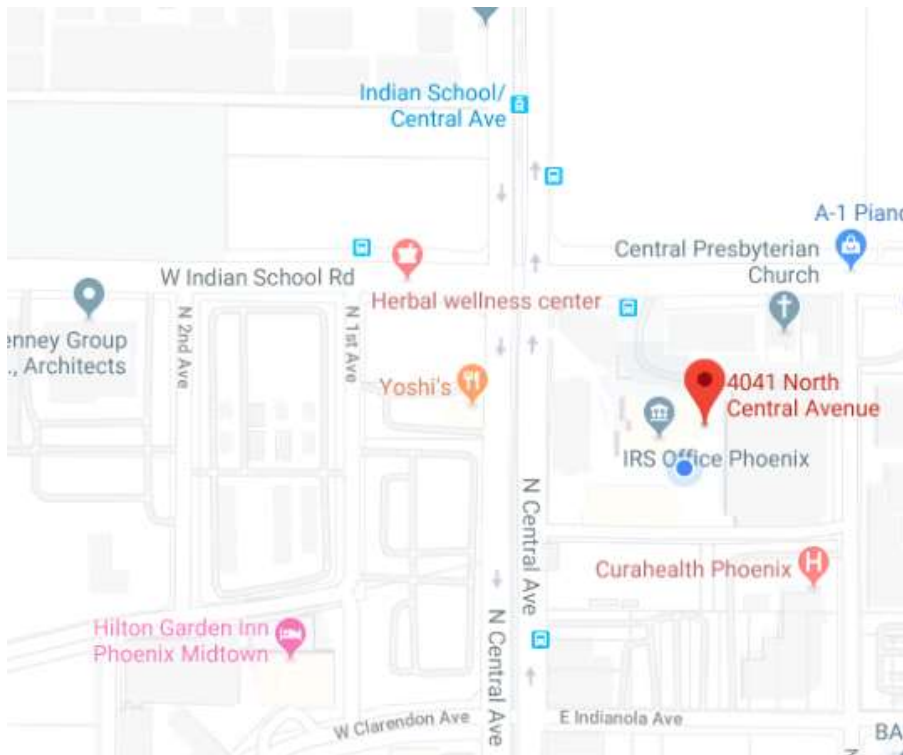


need. The teachers.

OUR APPROACH:

Building a culture of caring is our first priority. We all learn better when we feel cared for and know we are wanted in the community. We believe teacher-student relationships are everything.

We take safety very seriously. From teaching prevention to preparing for emergencies, our students are cared for and protected.



It is our great privilege to immerse our students in creative inquiry every day. We think learning new things and making discoveries are awesome and we pass that feeling to our students.

When students leave us, they will be more curious than when they arrived and more prepared for the next phase of their life. Whether that is higher education, career training, or the job of their dreams. We prepare our students for their choices are limitless.

NOTICES

The statements in this job description describe the essential function and requirements as assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job descriptions are subject to change. Employees must be able to pass a pre-employment drug test and extensive fingerprint and background check. Discrimination against an otherwise qualified individual with a disability or any individual by reason of race, color, religion, sex, sexual orientation, gender identity gender expression, age, or national origin is prohibited. Efforts will be made in recruitment and employment to ensure equal opportunity in employment for all qualified persons. MCRSD is committed to providing access and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. To request disability accommodation in the application process, contact Michael Stewart, Assistant Superintendent of Operations, at 602-452-4700 at least 3 days in advance.