

OLYMPIA SCHOOL DISTRICT NO. 111

Job Category: Non-Represented, Classified Administrator - Exempt

Posting Dates: March 26, 2024 – Open Until Filled

The Olympia School District Human Resources Office is now accepting applications for the following position. Interested district employees may apply at <http://edjobsnw.org>.

Position	Hours/FTE	Location
Director – Finance & Business Services	8 hpd/Continuing	Business Services
<i>This 8 hours-per-day position will work 260 days per year, Monday through Friday from 8:00am – 5:00pm. Additional hours may be required. This supervisory position is exempt from representation and wage and hours laws.</i>		
<i>Employees (and their families) are eligible for medical, dental, vision, and basic life insurance benefits, as determined by the School Employees Benefit Board (SEBB). Final benefit eligibility to be determined at time of hire. Employees are eligible to enroll in the Department of Retirement Services (DRS) SERS plan (classified employees) or TRS plan (certificated employees), as well as the DRS Deferred Compensation Program. Employees will receive 12 - 25 days of vacation leave (based on years of school District experience) and 13 paid holidays.</i>		
<i>The Olympia School District is committed to increasing the diversity of staff in our schools. Candidates who can contribute to this goal are encouraged to apply and to identify their strengths and experiences in this area.</i>		
Salary: Non-Represented \$149,992 - \$164,974		

Position Goal:

The Director of Finance and Business Services works closely with the Executive Director of Business and Capital Projects and across the district to support financial decision-making and operations through expertise in all areas of Washington K-12 public school finance. The position provides leadership and coordination in the area of financial operations supervising business office and payroll office staff and performing or overseeing a wide variety of professional accounting, financial modeling, reporting, internal control and process reviews, and liaison activities necessary to the smooth operation of the District’s administrative business and payroll responsibilities. The Director works closely with the Superintendent, Board of Directors, and Executive Director of Business and Capital Projects on the development, monitoring and reporting of the district’s annual budget and regularly collaborates with the Human Resources department, program managers, and school administrators on personnel budgets, allocations, budget monitoring, and oversight. The Director leads finance department staff, business process, and other investments to align with district strategic priorities, and to better include those with disabilities, enhance diversity, and improve racial equity.

Primary Responsibilities:

- Prepares the district’s annual budget, any budget extensions, and the district’s year end reports, financial statements and footnotes, all for multiple funds. Assists in the preparation of costing of expenditure options including and authoring explanatory budget materials.
- Ensures an informed Board and administration by providing detailed monthly fiscal reports on all funds.
- Monitors expenditures and revenues against budgeted expectations. Partners schools and department program managers in efforts to allocate funding equitably, and manage resources to maximize the

efficiency of public dollars. Implements and processes budget transfers and adjustments as needed. Analyzes budget impacts and calculates costs related to changes or additions to programs.

- Balances monthly to the County Treasurer.
- Prepares reports and expense claims required by state and federal agencies.
- Monitors all grants including revenues, expenditures, accounting codes and financial reporting requirements.
- Maintains appropriate financial records for internal and external parties. Prepares trial balances and fund statements. Serves as district liaison to external auditors.
- Monitors and records miscellaneous revenues.
- Confers with building principals and other administrators regarding district financial operations and issues. Assists principals and other administrators in developing building and program budgets, proper methods of coding and cost estimating, interpreting budget reports and fiscal procedures. Provides regular information and counsel on fiscal matters.
- Maintains current knowledge of rules, regulations, procedures and legislation governing school finance.
- Maintains liaison with other school district business managers, educational service districts, state Office of the Superintendent of Public Instruction, and other agencies as necessary to comply with external requirements relating to fiscal services and to secure answers to district fiscal questions or issues.
- Assists in preparing and providing information on bond and levy issues.
- Prepares arbitrage data, bond principal and interest projections.
- Oversees management of the General, Capital Projects, Debt Service, Associated Student Body, Transportation Vehicle, and Private Trust funds.
- Assists in development of increasingly comprehensive and informative costing of school district activities.
- Supervises staff and coordinates Business Office activities including accounts receivable, accounts payable, purchasing, receipting and banking, and financial reporting.
- Supervises staff and coordinates Payroll Office activities; including on-going support for payroll account coding to ensure budget and expenditure information for staffing, payroll, and hiring decisions.
- Supervises staff and coordinates Records Retention Office activities.
- Leads the budget, human resource, and payroll functions in maintaining a position accounting system.
- Leads the district with monitoring internal controls, establishing or adjusting processes, and verifying state and federal compliance.
- Prepares for and facilitates implementation of new computer applications associated with financial services applications. Identify and lead business process improvements.
- Reviews and approves purchase orders for goods and services and PAFs. Assures proper program codes for all expenditures.
- Assists with bid law compliance related to purchasing.
- Performs related duties consistent with the scope and intent of the Director position.

Working Relationships:

Reports to the Executive Director of Business and Capital Projects. Serves as member of the Superintendent's General Administration Team. Supervises and supports Business Office and Payroll Office staff. Close working relationships with the Superintendent, Board of Directors, Human Resources, Student Information Systems, and Student Support Services staff. Interacts daily with district and building administrators and office professionals. Interacts regularly with other district staff and community members.

Minimum Qualifications:

- Five years of accounting experience in a governmental or school organization, including at least 3 years of supervisory experience is required. Additional experience may substitute for educational requirements.

- Knowledge of Washington public school accounting, budgeting, and fiscal reporting best practices.
- Bachelor's degree, which includes 18 quarter or 12 semester hours in accounting, auditing, or budgeting.
- Successful experience performing complex financial analysis and scenario modeling using large data sets.
- Experience with integrated computerized accounting systems, databases, and spreadsheets.
- Successful experience in leading others to achieve common goals.
- Successful experience working with culturally diverse families and communities or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with diverse populations.
- Highest ethical standards of honesty, responsibility, confidentiality, and accountability for the management of public funds.
- Must be able to perform the essential functions of the job with or without reasonable accommodation.
- Ability to work independently and in a team setting.
- Presentation skills--ability to present complex financial info to staff and community in public setting.

Preferred Qualifications:

- Experience in Washington public school accounting, budgeting, and fiscal reporting.
- Experience in school financial systems, such as WESPac and Skyward.
- Experience in managing point-of-sale systems.
- Experience in processing a payroll cycle in the absence of a Payroll Supervisor.
- Experience training and supporting school personnel with financial services functions.
- Master's degree in a financial related field, certification as a Public Accountant, Internal Auditor, Certified Governmental Financial Manager or Management Accountant.

Application Procedure for all Candidates

Please apply through EdJobsNW at <https://edjobsnw.org>

If you share our commitment to provide challenging opportunities for all students to be successful, we'd like to hear from you!

Olympia School District 111 Bethel St NE, Olympia, WA 98506
 (360) 596-6185 FAX (360) 596-6181 <http://osd.wednet.edu>

Equal Employment Opportunity:

Olympia School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Auxiliary aids and services will be provided upon request to individuals with disabilities. The following employee(s) have been designated to handle questions and complaints of alleged discrimination: Title IX Officer – James Whitehead, (360) 596-8545, jwhitehead@osd.wednet.edu; Executive Director of Elementary Education – Autumn Lara, (360) 596-8534, alara@osd.wednet.edu; Section 504 and ADA Coordinator (Students) – Ken Turcotte, (360) 596-7530, kturcotte@osd.wednet.edu; ADA Coordinator (Staff) – Starla Hoff, (360) 596-6185, shoff@osd.wednet.edu; Affirmative Action Officer and Civil Rights Compliance Coordinator – Scott Niemann, (360) 596-6185, sniemann@osd.wednet.edu. Address: Knox Administrative Center, 111 Bethel St NE, Olympia, WA 98506.

The Olympia School District will provide reasonable Accommodations to enable persons with disabilities the opportunity to apply for open positions and to participate in District interview procedures. Persons with disabilities or are in need of translation services are asked to notify the Human Resources Office at least three days prior to the date on which the requested accommodation is needed. Human Resources Officer: Voice: (360) 596-6185 or TDD: (360) 596-7537 or FAX: 360-596-6181.