



FINANCIAL OPERATIONS AND REPORTING MANAGER

Position Summary

The Financial Operations and Reporting Manager plans, directs and reviews the activities and operations of the Financial Operations and Reporting Division, including general ledger operations, financial reporting, payroll, accounts payable, accounts receivable, purchasing, subject matter expert for accounting and reporting systems portion of business information management systems, and student body accounting. Manages the annual external financial audit and prepares the annual financial reports. The position also provides professional and strategic analysis and counsel to the Chief Financial Officer, Superintendent's Staff, Budget Committee and Board.

Reporting Relationships

Reports to the Chief Financial Officer/Director of Support Services. Directly supervises staff of 2 financial management analysts, 2 accounting clerks, purchasing staff of 2, supervisor of payroll and accounts payable, a grant accounting clerk, an accounting/ payroll clerk, and other staff as assigned. Key relationships include Instruction and Special Education analysts, HR operations manager, technology department, principals, finance clerks, and secretaries.

Primary Duties and Responsibilities

Accounting and Reporting

- Supervise the monitoring of district wide financial data to ensure compliance with accounting standards, as well as pertinent laws, policies and procedures.
- Perform complex technical analysis in relation to financial reporting and fund management.
- Direct the annual audit; prepare work plans and schedules; coordinate audit process with external auditors and schools and departments; ensure the timely production and filing of all financial reports in accordance with State law and professional requirements.
- Responsible for the preparation, documentation, and compilation of the annual Comprehensive Annual Financial Report.
- Employs judgment in application of accounting principles engaging with external advisors, where appropriate.

Operations

- Assess the impact of procurement awards on district-wide operations and systems and coordinate communications among related staff. Provide oversight of the district's P-card (credit card) program including issuance and use of cards.
- Review and recommend action on proposed and approved legislation and regulations related to procurement.
- Develop, establish, enhance, and review district financial internal controls through policies, procedures, and guidelines. Identify weaknesses in internal control, evaluate risks, propose solutions, and implement solutions.
- Supervise billing, collections, grant billings and preparation of grant financial reports.
- Select, train, supervise, coach and evaluate staff; set work priorities, supervise daily operations, delegate to staff and monitor progress on assignments.

Advisory and Communications

- Provide technical consulting services to schools and departments; advise schools, departments, other agencies, and the public of district financial and accounting policies and federal and state statutes.
- Work with principals, directors and finance professionals to resolve sensitive financial issues related to payroll, accounts payable, student body accounting, and grants.
- Manage a comprehensive program to train district staff in financial systems, procedures, budgets, and fund management to ensure the integrity of accounting data so that decision makers in schools and departments have accurate information.

Strategic Planning and Execution

- Evaluate the effectiveness of district wide financial operations and structures; assist in the development and implementation of financial goals policies and procedures; develop financial procedures.
- Document and maintain fiscal procedures for schools and departments.
- Identify changing systems and business process needs due to legal changes, changes in accounting standards or budgeting and funding issues. Coordinate with staff to ensure the timeliness, accuracy, and efficiency of implementation.

Systems Management

- Maintain and assist with implementation of business information systems for accounting and reporting system including developing and implementing operating procedures. Analyze the flow of information system data and develop internal procedures for staff to facilitate the timely and accurate entry of financial records. Identify necessary changes in business processes to ensure efficient workflow and the best utilization of system capabilities to fit the district's business needs.

Qualifications

Knowledge, Skills, and Abilities:

- Knowledge of principles and practices of public financial management, including governmental accounting, auditing, grant financial reporting fund accounting, financial reporting, procurement, payroll and accounts payable, budgeting, internal control structures and applicable audit procedures.
- Knowledge of pertinent Federal, State, and local laws, codes, and regulations, including laws regulating public finance, fiscal operations, payroll, human resources management, and government standards and practices (ethics).
- Knowledge of the principles and practices of governmental purchasing.
- Demonstrated knowledge of State of Oregon's Local Budget Law, public-purchasing statutes.
- Thorough knowledge and understanding of Federal, state and local legislative process; laws, codes and regulations related to the financial administration of school districts and charter schools.
- Ability to identify weaknesses in internal control structure and areas of non-compliance with relation to grantor, statutory and administrative requirements.
- Ability to work effectively with staff at all levels of the organization and with other agencies, appointed and elected officials, parents, and community members, including the ability to analyze, interpret and present technical information in an effective manner and the ability to identify and respond to citizen, media, board and Budget Committee questions, issues and concerns.
- Ability to think strategically and develop both short and long term plans to meet an objective.
- Ability to present technical information and data in an effective manner and prepare complex financial statements, reports and analyses.
- Ability to communicate effectively verbally and in writing to a variety of groups and individuals.
- Ability to establish and maintain effective working relationships with financial and business communities, staff, public officials and the general public.
- Demonstrated ability to effectively work with and respond to people from different cultures or backgrounds.

Education and Experience:

- Bachelor's degree in accounting, finance or closely related field.
- Five years progressively responsible professional accounting, supervision, and business systems implementation/maintenance experience or any combination of experience and training that provides the required knowledge, skills, and abilities.
- CPA license is required.
- Public accounting experience preferred.

ADDITIONAL INFORMATION	
Employee Unit	4J Association (4JA) - Professional
Pay Grade	Grade 11 / 12 Month
Developed by	Dr. Simone Sangster – Chief Financial Officer/Director of Support Services
Reviewed by	Karen Hardin - Recruitment Administrator
Approved by	David Brewer – Interim Director of Human Resources
Last Revised	March 2014