

Window Rock Unified School District No. 8 Position Description	
Position Title	Assistant Superintendent for Finance & Operations

Date Revised March 2010
Status Exempt
Salary Level TBD Based on Experience and Degree level
Work Year 12 months

- Qualifications**
- A Bachelor's degree with major in accounting, finance or business administration
 - A certified public accounting certificate or Master's Degree in accounting, finance or business administration required
 - An Arizona School Business Manager certificate preferred
 - A minimum of three year's supervisory experience in the accounting field in either the business or school environment
 - Must meet bonding criteria
 - Such other qualifications as may be determined by the Governing Board

Job Goal Assist the Superintendent in the administration of the business affairs of the District with the financial resources available in such a way as to support continuous student learning and achievement as supported by the district Mission and Vision statements.

- Essential Duties**
- Advises Superintendent on all questions related to the business and financial affairs of the district.
 - Manages the District's building expansion and renovation programs as prioritized and approved by the District's Governing Board.
 - Provide managerial direction, supervision and coordination to ensure the successful operation of Buildings & Grounds, Transportation and Safe Schools.
 - Supervises the collection, safekeeping, and distribution of all funds.
 - Insure compliance with all legal requirements for purchasing supplies and equipment necessary for the operation of the school district.
 - Acts as chief budget control officer
 - Adheres to requirements of the USFR.
 - Directs payroll procedures.
 - Insures procedures are in place for the performance of an internal audit of District accounts, business procedures, and compliance with federal, state, and local regulations.
 - Arranges for annual audit of District accounts as required by the USFR.
 - Maintains final responsibility for District reporting of inventory control and student attendance.
 - Responsible for the operation of inventory systems for school property and central warehousing.
 - Provides necessary statistical data to assist the Superintendent and other staff members in the formulation of a sound fiscal budget.
 - Prepares financial reports as required by local, state, and federal agencies.
 - Receives reports on collection of rent on school apartments and trailer spaces.
 - Submits monthly statement to Board detailing status of each appropriation item.
 - Assists in recruiting, selecting, assigning, supervising, and evaluation of personnel in the offices under his/her jurisdiction.
 - Provides in-service training programs for payroll, purchasing, and budgeting procedures.
 - Serves as the Board's financial member on Meet and Confer Committee.
 - Directs reports for reimbursements from State departments.

Window Rock Unified School District No. 8

Position Description

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Assistant Superintendent for Finance & Operations

- Assists in administration of funds of all State and federal programs.
- Responsible for projection of revenue/expenditures and preparation of prospectus for bond sales for amounts as shall be determined by the Board of Education.
- Insures appropriate balances exist in the budget before purchases are made and approves same.
- Reviews all vouchers authorizing expenditures of monies.
- Directs accounts payable procedures.
- Responsible for accurate and timely financial information for the District.
- Performs other work related duties as assigned.
- Performs such other duties and responsibilities as required by State Law and/or the policies and procedures of the school district.

Certificates/Licenses Valid Arizona Drivers License

Physical Effort Physically comfortable, normal office work

Working Environment Normal office conditions

Supervision Given Supervisor of Transportation, Buildings & Grounds Supervisor, Safe Schools Coordinator, Warehouse/GFA Coordinator, Finance Staff and Construction Management

Supervision Received Superintendent

The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent.

Supervisors signature

Date

Employees signature

Date

Board Approved: 03/17/2010