



# CHARIHO REGIONAL SCHOOL DISTRICT

## Job Description

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<b>Position Title</b>	Director of Administration and Finance
<b>Reports To</b>	Superintendent
<b>Level/Grade</b>	N/A
<b>Type of position:</b>	<input checked="" type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular

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### Qualifications

- Bachelor's Degree in financial management or accounting.
- RI Department of Education School Business Official Certification
- A minimum of five years experience in financial management including at least two years experience in a supervisory capacity.
- Data processing experience

### Essential Duties and Responsibilities (*other duties may be assigned*)

- Responsible for budget development, administration and long range financial planning.
- Analyzes financial and educational problems and develop solutions to problems which improve operations.
- Serves in the capacity designated by the School Committee in contract negotiations with appropriate employee organizations.
- Coordinates and assumes full responsibility for all aspects of the District's student transportation system.
- Develops bid specifications and ensures compliance with bid policy, state laws, regulations and approved budget requests.
- Prepares documents and information necessary for bonding and other financial issues.
- Responsible for the preparation of District financial reports.
- Ensures that report formats meet all state, local and in-District requirements.
- Identifies and implements efficiencies in all areas related to the financial operation of the District, including policy.
- Responsible for all capital equipment and improvement expenditures.
- Familiarity with RIDE school construction regulations and submits required documentation to maximize state aid and number of necessary and approved capital projects.
- Coordinates all maintenance functions.
- Prepares all financial and statistical information for audit purposes.
- Serves as administrative liaison to the Finance and Audit Committees and 5-year Capital Plan Building Committee.
- Serves as District representative to the West Bay Health collaborative.
- Carries out other tasks assigned by the Superintendent.

### Supervises

Administrative Assistant to Director of Administration and Finance, Treasurer, Assistant Director of Administration and Finance, Building Administrators, Director of Technology (in matters of Finance) Director of Buildings and Grounds

### Skills Required

- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to utilize current technology for communication, data analysis, and access to research and instruction.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to

interpret a variety of instructions in various forms and deal with several abstract and concrete variables.

- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

### **Physical Demands**

- 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 regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

### **Work Environment**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

### **Education Requirements**

Bachelor's Degree in financial management or accounting.

### **Terms of Employment**

Work year, salary, and benefits established by the School Committee.

**Creation Date:** 10/23/02

**Revised Date:** 8/1/2014; 1/6/2020

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*