*The Vernon Public Schools, in partnership with family and community, is committed to provide a quality education, with high expectations, in a safe environment where all students become independent learners and productive contributors to society.*

**JOB DESCRIPTION**

 **Position:** Director of Business and Finance

**Reports to:** Superintendent

**Employment Status:** Regular/Full-time

**FLSA Status:** Exempt

**Description:** Serve as the District’s Chief Fiscal Officer. Assume responsibility for the receipt, safekeeping and disbursement of all district funds. Direct and manage all financial accounting programs and systems, administer the business affairs of the district in such a way as to provide the best possible educational service with the financial resources available.

**NOTE:** The below lists are not ranked in order of importance

**Essential Functions:**

* Ensure safety of students
* Participate in staff negotiations
* Attend conferences, workshops, and meetings on a local, state and national level
* Delegate duties as appropriate to administrative staff members
* Attend Board meetings, prepare, and present reports as requested by the Board and/or Superintendent
* Maintain the strictest confidence concerning personnel, students and operational concerns of the district
* Report all cases of suspected child abuse to appropriate school personnel and proper government authority
* Interact in a positive manner with staff, students, and parents
* Promote good public relations by personal appearance, attitude, and conversation

**Leadership Responsibilities**

* Identify and apply various organizational leadership models
* Identify techniques for motivating others, delegating authority, decision-making, information processing, planning and allocating resources
* Examine methods of assigning personal and resources to accomplish specific goals and objectives and to utilize scheduling techniques for the coordination of tasks to maximize personnel and resource utilization.
* Apply concepts of change, group dynamics, interpersonal relationships, and effective problem-solving
* Delegate and assign responsibilities to subordinates; collect, analyze, and evaluate information to generate contingency plans; and apply concepts of organizational development
* Establish and maintain a system for budget control
* Maintain the strictest confidence concerning personnel, students and operational concerns of the District
* Assist in the development of a plan for a positive school-community relations program for District
* Attend all regular board meetings, negotiation meetings, and other special meetings as requested by the Board or Superintendent

**Business**

* Communicate the relationship between programs, revenues and appropriations of the School District to stakeholders.
* Present financial data to various school community groups both in written, oral, and multi-media formats.
* Promote good public relations y personal appearance, attitude and conversation.
* Manage the maintenance of all school properties to include new, replacement, or renovation projects
* Manage business office staff which currently includes but it not limited to Payroll and Accounts Payable
* Manage Budget Monitoring & Internal Control Supervisor
* Manage Logistics & Transportation Coordinator
* Manage the Food Services Director
* Manage the district fleet, property and liability insurance program
* Maintain up-to-date inventory of all district property
* Manage bidding process by preparing all documents including advertisements, notice to bidders, instructions, specifications, forms of proposals, etc.
* Manage the district safety and security program

**Finance**

* Serve as the Chief Fiscal Officer
* Prepare and submit financial accounting of all district funds as requested or required by Board policy
* Furnish appropriate fiscal certificates as required by Connecticut law
* Manage all financial accounting programs and systems
* Accountable for budget development and long-range planning
* Accountable for, in cooperation with the Superintendent, the projection of revenue and expenditures in preparing and implementing the appropriation resolution (budget) and spending plan of the Board
* Accountable for the preparation of warrants, recording of all disbursements and maintaining accurate records of all disbursements of district funds
* Accountable for the preparation of payrolls, including deductions; prepare and maintain all necessary records of earnings and deductions and similar personnel payment records; responsible for reports and warrants to proper agencies covering deductions
* Accountable for the maintenance of a complete and systematic set of financial records in accordance with State and Federal statutes and procedures prescribed by the Auditors of Public Accounts for the State of Connecticut
* Attend all meetings of the Board (unless properly excused by the Board)
* Attend meetings and in-services as required

**Other Duties and Responsibilities:**

* Serve as a role model for students and staff
* Respond to routine questions and requests with tact and diplomacy in an appropriate and timely manner
* Establish and maintain cooperative professional relationships
* Maintain a level of approachability by administration and staff
* Delegate work when appropriate
* Represent the district in meetings with other school systems, institutions, agencies, community organizations and the general public as directed by the Superintendent
* Perform other duties as assigned by Superintendent

**Required Knowledge, Skills, and Abilities:**

* Ability to communicate ideas and directives clearly and effectively, both orally and in writing
* Effective, active listening skills
* Ability to work effectively with others
* Organizational and problem solving skills
* Excellent public relations skills

**Qualifications/Certificates:**

* Active Connecticut State Department of Education School Business Administrator
* Master’s Degree in Business, Public Administration, or other related discipline
* 5 years’ successful administrative experience
* Demonstrated knowledge in the following: school law, accounting, finance, facilities management and personnel management.
* Such alternatives to the above qualifications as the Superintendent and/or Vernon Board of Education may find appropriate

**Additional Working Conditions:**

* Interaction among children
* Repetitive hand motion, e.g., computer keyboard, typing, calculator, writing
* Regular requirement to sit, stand, walk, read, hear, see, speak, reach, stretch with hands and arms, crouch, kneel, climb and stoop
* Frequent interruption of duties by staff, students, visitors and/or telephone
* Occasional requirement to travel, both daily and overnight
* Occasional requirement to lift, carry, push and/or pulling various supplies and/or equipment up to a maximum of 20 pounds

**Equipment Operated:**

Computer/Laptop Printer Scanner Smartphone

**Required Testing Continuing Educ./Training Clearances**

None Professional Learning Fingerprint/Background

**Evaluation**:

Performance will be evaluated annually in accordance with the provisions set by the Vernon Board of Education

My signature below represents that I have reviewed the contents of my job description and that I understand the requirements of my position.

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Signature Date