

RIO RANCHO SCHOOL DISTRICT

500 Laser Road NE

Rio Rancho, NM 87124

Telephone: (505) 896-0667

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Job Title: Executive Director of Finance**To apply for this position, please visit [www.rrps.net/District/Job Opportunities](http://www.rrps.net/District/Job%20Opportunities)****Minimum Qualifications**

- Minimum of bachelor's degree in accounting, finance, public, or business administration; Master's degree or higher preferred, CPA or CMA preferred;
- Minimum of ten years' successful experience in business accounting and/or school finance, with preference given for experience in school district finance/accounting;
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- Advanced knowledge of applicable computer systems, including word processing, database and spreadsheet software;
- Strong skills at working both alone and in teams, providing financial leadership and support to both team members and other personnel alike;
- Extensive interpersonal skills with diverse populations, in person, in writing, and on the telephone.
- Excellent communication skills, both verbal and written;
- Flexibility, organization, decision-making and problem-solving skills;
- Ability to meet deadlines, work on multiple projects and direct the work of others;
- Organized work habits, project management skills and the ability to take the initiative;
- Certificate, license, or other legal credentials required: Level Two - Professional School Business Official License from State of NM Public Education Department or must obtain within one year of employment;
- Such alternatives to the above qualifications as the Chief Operations Officer may find appropriate and acceptable.

Essential Job Responsibilities

- Plans, organizes, coordinates, directs, and monitors all aspects of the financial operation of the district, including accounting, payroll, financial reporting/system, budgeting, cash management, purchasing, procurement, debt service management for outstanding District bonds and other financial obligations and other finance-related functions;
- Provides leadership in the administration of the department with a maximum of efficiency, a minimum of waste, and an ever-present and overriding awareness of and concern for the impact of the departments' contributions to students' education;
- Serves upon assignment by the Chief Operations Officer as a resource person to the various department directors in the district;
- Works cooperatively with leaders of other departments in integrating and coordinating individual efforts into a unified program for the district;

- Directs audits of the financial and accounting records. Manages the audit by answering questions, providing necessary help, managing the preparation and reconciliation of work papers, and reviewing final reports before they are submitted to the State Auditor;
- Collaborates with the Chief Operations Officer in assuming responsibility for budget development and assists with long-range financial planning of the district;
- Directs, manages, and supervises the Finance Department staff, budgets and programs;
- Attends all board meetings and Finance Committee Meetings, and presents at such meetings on an as needed basis;
- Communicates to the Chief Operations Officer all requirements and needs of the Finance Department;
- Conduct staff communications as needed to interpret changes in Board policy or administrative rules, to discuss developments, and to evaluate trends as they pertain to the areas of assigned responsibility;
- Accepts such responsibilities as the Chief Operations Officer chooses to delegate, and assumes full responsibility for discharging them;
- Promotes customer service philosophies within a service-oriented organization;
- Articulates and facilitates the implementation of the mission and values of Rio Rancho Public Schools;
- Keeps informed and interprets all federal and state laws, regulations, statutes, rules, and policies affecting the department;
- Complies with state-approved New Mexico Administrative Code of Ethical Responsibility of the Education Profession and the RRPS Employee Standards of Conduct and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state and federal regulations;

Additional Duties

- Complies with and upholds and enforces rules, administrative directives and regulations, school board policies, and local, state, and federal regulations;
- Safeguards confidentiality of privileged information;
- Maintains professional relationships and works cooperatively with employees, the community, and other professionals;
- Maintains professional competence through individual and district training, in-service educational activities, and appropriate self-selected professional growth activities;
- Meets deadlines and works on multiple projects;
- Attends and/or conducts staff meetings and participates on committees within area of responsibility;
- Employee may be assigned other duties based on the needs of the district during the term of employment.

Terms of Employment: 240-day employee. Salary and work year to be established by the Board.

Accountability

Reports to: Chief Operations Officer
 Evaluated by: Chief Operations Officer

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Work Hours: Work hours will be in accordance with hours determined by the Superintendent.

Bargaining Status: NBU

Equipment, Tools, and Materials: Computer terminal/keyboard/mouse; writing supplies and instruments, duplicators, copying machine, paper cutter, hole punch.

Functional Profile: Persons assigned to this position must possess the ability to engage in certain physical tasks as part of their job duties. The following section identifies the nature and expected frequency of those tasks and is not intended to describe all job tasks in this position. Individual work assignments may vary from the representative tasks described herein.

Climbing Frequency: O
Climbs stairs to enter and buildings where access ramps are not installed; climbs stairs at those schools which have bi-levels.

Stooping, Kneeling, Crouching Frequency: O
Stoops, kneels, or crouches to view items; retrieves materials from lower levels, etc.

Reaching Horizontally Frequency:
Reaches horizontally while performing desktop activities; while reaching for telephones, while reaching for materials; while using computers.

Lifting Frequency: O
Lifts books, files, folders, and other supplies, generally not exceeding five pounds.

Walking Frequency: F
Walks to offices and other district and school locations.

Standing Frequency: O
Stands while in hallways, offices, classrooms, construction and other areas, etc., while observing various district activities.

Sitting Frequency: C
Sits while performing office duties, while attending conferences and meetings.

Carrying Frequency: F
Carries files, books, office supplies, generally in amounts not exceeding five pounds.

Hearing Frequency: C
Listens to reports and other verbal information in meetings and conferences; during telephone calls, in face-to-face conversations.

Near Vision Frequency: F
Reads reports, files, books, and other documents; uses video display terminal at computer work stations.

Far Vision Frequency: O
Observes staff in all areas of district; observes activities in construction areas.

Work Environment: Employees assigned to this position normally work in a temperature-controlled indoor school or office environment. This section includes descriptions of workplace conditions

incumbents in this position may expect to experience. Work conditions may vary from these conditions due to specific job assignments.

R=Rarely (0-10%) O=Occasionally (11-33%) F=Frequently (34-66%) C=Constantly (67-100%)

Slippery or unstable floor surfaces Frequency: R
May walk on icy or wet surfaces outside buildings during inclement weather conditions.

Sharp tools, materials Frequency: R
May use paper cutters and scissors.

Computer workstations Frequency: F
May use computer work stations to complete essential job tasks.

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This classification job description for **Executive Director of Finance** is effective upon receipt. Personnel policies adopted by the Board of Education and deemed appropriate for the position shall be in effect. Salary amounts shall be set according to the adopted salary schedule. This job description may be revised at any time in response to district needs.

By my signature below, I affirm that: the duties and requirements listed on this job description have been explained to me; I have been able to ask questions to clarify matters I do not understand, and I understand and accept them. I also agree to follow district safety rules and accident prevention procedures.

Employee

Employer

Employee Printed Name

Date

Date

Date of implementation: January 2010; Revised; October 2011; March 2014; April 2015