

**Kashunamiut School District
Chevak, Alaska**

JOB DESCRIPTION

JOB TITLE: Financial Program Director SALARY: Negotiable (Up to 120,000.00)
REPORTS TO: Superintendent
LOCATION: Kashunamiut School District No. DAYS: 5 days on site Monthly (negotiable)

Much of this work can be done off-site. Prefer an MOA for the job rather than a daily rate. If a daily rate is proposed contractor will be required to submit timesheets of work hours.

JOB PURPOSE: Monitor the work of the KSD Business Manager and Payroll Specialist to include training them, monitoring budgets including grant programs, supervising the annual audit and training the Business Manager to prepare monthly financial reports to the KSD School Board. Goal is to train in district Business Office staff to efficiently manage their work.

Financial Monitoring, Staff Training, Program Development, Accountabilities

- Financial Date Entry: Ensure that budgets are entered into the financial system for general fund accounts and grant programs. (Train current KSD staff to do this and monitor follow through)
- Provide quarterly detailed budget reports to the Superintendent for all general fund accounts and grant accounts. (Train current KSD staff to run reports)
- Lead KSD staff in audit preparation
- Train KSD Health Care Support Staff how to review plan disbursement reports to ensure accuracy.
- Facilitate the acquisition of a new financial software system and coordinate training for all pertinent KSD staff
- Assist KSD staff in organizing and purging business office of unnecessary and outdated documents
- Monitor general fund and grant program expenditures for accuracy, directing KSD Business Office staff regarding issues.
- Ensure that reimbursement requests for all state programs are submitted in a timely manner (train KSD staff to make these requests as required by the Department of Education)
- Ensure that federal program drawdowns are done monthly (train KSD staff to complete these functions and then monitor them)
- Oversee the Impact Aid application ensuring that KSD meets deadlines

- Monitor employee payroll coding for accuracy
- Lead KSD staff to develop an annual Business Office calendar so that deadlines are met
- Monitor accounts payable and receivable for accuracy and efficiency assisting current staff in developing control documents to ensure bills are paid on time.
- Lead in the development of more efficient payroll, accounts payable, travel, and credit card procedures to decrease paper and increase efficiency
- Deliver 6 days of service on site monthly
- Submit detailed invoices to KSD Superintendent monthly
- Alert KSD Superintendent of any anomalies in any general fund or grant programs

Qualifications:

1. Bachelor's Degree in Accounting, Finance or Business Administration
2. Successful experience in School Business
3. Strong communications skills and responsiveness
4. Ability to carry out successfully the duties described above

Knowledge, Skills and Abilities

1. Requires decision-making ability and the ability to work independently. Requires ability to plan, schedule, and prioritize work and supervise others.
2. Requires extensive computer software proficiency including: Microsoft Office (Outlook, Excel, Word, etc.), Adobe Professional and Acrobat Pro, Scanning, Internet access. Etc. Requires excellent writing, grammar and spelling skill.
3. Requires interpersonal skills to courteously and effectively assist individuals on the telephone or in person and to maintain good relations. Requires personal presence and appearance to appropriately act as a representative of the Superintendent and Board of Education. Requires ability to communicate with a variety of people to gather information or to communicate information to others. Ability to resolve issues involving conflict.
4. Requires ability to speak clearly and concisely both in oral and written communication.
5. Requires willingness to perform various job-related duties as situations require, a strong sense of teamwork, and ability to work cooperatively with others.
6. Requires ability to perform duties with awareness of all district requirements, Board of Education practices, Alaska State Laws, and Department of Education and Early Development regulations.

Language Skills: Ability to read and interpret documents such as software operating and training instructions, and technical procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before supervisors and district employees.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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.

other workers. Specific vision abilities required by this job include close vision and depth perception. Some travel is required as part of the job.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

Note: Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008, which became effective November 21, 2009, protects applicants and employees from employment discrimination based on genetic information. Employers are prohibited from discriminating in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees or their family members, the manifestation of diseases or disorders in family members (family medical history), and requests for or receipt of genetic services by applicants, employees, or their family members.

The district and its employees shall not unlawfully discriminate against or harass employees or job applicants on the basis of sex, race, color, religion, national origin, ancestry, age, marital status, changes in marital status, pregnancy, parenthood, physical or mental disability, Vietnam era veteran status, genetic information, or good faith reporting to the board on a matter of public concern.

To apply contact KSD for an application form or apply on ATP website (Alaska Teacher Placement) Completed application will include a resume and completed application with the names and contact information of 3 professional references.

Please call Norma Holmgaard, Superintendent to discuss the position and possible service options. 907-858-7713.

Inquiries welcome.