

FINANCE AND PURCHASING DIRECTOR

REPORTS TO: Associate Superintendent for Business Affairs Services

GENERAL RESPONSIBILITIES: Directs and supervises all financial and insurance operations of the school system; directly responsible for the preparation of budgets, and the operations of the Payroll Department, Employee Benefits Department and the Accounting Department. Gives general direction and support to the Purchasing Department.

PERFORMANCE RESPONSIBILITIES:

1. Directs the operations of personnel in the financial department.
2. Advises the staff on financial, administrative and operational aspects of new or proposed programs.
3. Aids appropriate administrators to operate within approved budgets.
4. Manages the banking and investment activities of the Board.
5. Coordinates the school system's group hospitalization insurance program.
6. Assists in the design and maintenance of equitable salary schedules.
7. Develops and administers the necessary tax levies for the school system.
8. Meets and confers with employee representatives on salaries and benefits.
9. Prepares financial and other material for the Board's consideration.
10. Provides general leadership and direction on the operation of the Purchasing Department.
11. Supervises the work of personnel in the Payroll Department.

QUALIFICATIONS: Graduation from an accredited college or university with a minimum of Bachelor's Degree in Business Administration or Accounting with a minimum of five years of successful administrative experience in the business management of a large corporation or public entity.