Position: **Assistant Superintendent of Finance**

Reports to: Superintendent

Job Goal: The Assistant Superintendent of Finance is responsible for implementing the District’s vision for an exemplary and compelling K-12 education to prepare all students for 21st century scholarship, citizenship and leadership. To this end, the Assistant Superintendent oversees the development, implementation, and evaluation of the District’s business affairs. In addition, the Assistant Superintendent works closely with the Superintendent to ensure that business affairs reflect the values and vision of the Brighton Community, as well as the Board of Education. The Assistant Superintendent must be adept in managing all supervisory, budgetary, and compliance related duties associated with the position while providing extraordinary leadership and guidance as the district continues its quest to be a state and national academic leader.

Posting Date: June 9, 2023

Deadline Date: June 30, 2023

Starting Date: August 1, 2023 or ASAP

Annual Salary: $135,000 - $145,000

Qualifications:

1. Minimum of a Bachelors Degree in Accounting, and a minimum of a Masters Degree in Educational Administration, accounting, or related field; and a CPA certification strongly preferred.
2. Minimum of five (5) years demonstrated administrative and leadership experience in the area of school business.
4. Positive record in collaborative leadership in developing working relationships with employee groups and bargaining units.
5. Experience with software and operations of school financial accounting systems.
6. Ability to draft presentations and effectively present information to administrators, public groups/community and the board of education.
7. Excellent communication (oral, written and listening) and interpersonal relations skills.
Responsibilities:

1. Supervise the management of the financial affairs of the schools.
2. Assumes responsibility for budget development and long-range financial planning.
3. Attends board meetings, serves on the Superintendent’s Cabinet and acts as an advisor to the Superintendent for all questions relating to the business, financial affairs, and operation of the district.
4. Supervises the collection, safekeeping and distribution of all funds.
5. Manages the district’s real estate, risk management and insurance programs.
6. Meets as needed with the Finance Committee of the Board of Education and provides support for the committee as needed.
7. Oversees the capital improvement plan and financial aspects of district operations.
8. Participates in the negotiation of employment contracts for organized employee groups.
9. Supervises, directs and evaluate the Business Office staff.
10. Administers a budget control system for the district.
11. Develops budget guidelines, coordinates preparation of the budget, and assists key administrators in review of the budget.
12. Arranges for and supervises preparation, publication and distribution of budgets as approved by the Superintendent and Board of Education.
13. Coordinates the presentation of, justification for, and preparation of additional analyses required to understand the budget proposal for action by the Board of Education.
14. Responsible for the school assessments, tax levies and collections, and Board policies/administrative procedures.
15. Oversees purchases by competitive bidding, informal quotations and negotiation, items of supply and equipment necessary for the operation of the school district.
16. Prepares all bidding documents, including notice to bidders, instruction to bidders, specifications and form of proposal.
17. Provides strategic planning and financial management of all capital improvement and bond-related projects.
18. Ensures that records management procedures of the district meet all legal requirements.
19. Arranges for the auditing of school accounts.
20. Abides by all applicable statutes, rules, regulations, and policies.
21. Perform other tasks as may be assigned by the Superintendent.

Evaluation: Performance will be evaluated annually by the Superintendent

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