

VACANCY NOTICE

Title: Director of Fiscal Services

Job Announcement #2059-9/10

Open: March 5, 2010

Closes: March 26, 2010

General Information

Willamette Education Service District is accepting applications for a Director of Fiscal Services. This is a full-time (1.0 FTE) position.

Primary Function

Plans and administers all Fiscal Services related functions for the District including: accounting, auditing, budgeting, payroll, disbursements, investments, purchasing and revenue.

Duties and Responsibilities

- Has thorough knowledge of governmental accounting software and code structure.
- Directs and supervises the efforts of the Fiscal Services staff to bring about a coordinated, efficient work effort and an environment of personal and professional development.
- Works collaboratively with the Human Resources Department to ensure a coordinated team process.
- Advises the Superintendent on all matters pertaining to Fiscal Services.
- Ensures the integrity of fiscal methods and procedures as practiced by the Fiscal Services Department through the use of accepted auditing and accounting standards in order to meet statutory and administrative requirements.
- Prepares annual budget calendar and documents and oversees the budget process.
- Establishes and maintains a budgeting and expenditure control process reflecting District needs; develops and monitors the annual District budget; and ensures compliance with local budget law.
- Has thorough knowledge of the District's investment program, and ensures compliance with District's investment policy.
- Provides oversight for District financial processes for: obtaining financing to meet District needs, including bonded indebtedness; projecting financial needs; and ensuring compliance with federal and state laws and District policy.
- Ensures the integrity of the District's procurement and contracting processes, as well as compliance with District policy and state law.
- Coordinates annual audit process.
- Acts as liaison with District's Staff, Administrative Staff, component districts, and with County, State and Federal agencies.
- Oversees grant accounting and contracts process.

Dave Novotney, Ph.D., Acting Superintendent

Marion Center

2611 Pringle Road SE Salem, OR 97302
Phone: 503-588-5330 Fax: 503-363-5787

Polk Center

167 N. Knox St. Monmouth, OR 97361
Phone: 503-606-9906 Fax: 503-606-9911

Yamhill Center

2045 SW Hwy 18, Suite 100 McMinnville, OR 97128
Phone: 503-435-5900 Fax: 503-435-5920

Duties and Responsibilities (continued)

- Serves on Superintendent's Cabinet, providing a key leadership role for the District.
- Provides clear verbal and written communication regarding all fiscal and management matters.

Qualifications

- Minimum five years experience in accounting finance. Preference will be given for K-12 school finance experience.
- Bachelor's degree in accounting or business administration with emphasis on accounting and finance is preferred.
- Exceptional communication skills, both verbal and written.
- Alternative combination of the above education and professional experience as the District may find appropriate and acceptable.

Salary and Benefits

1. This is a 240-day position, prorated on hire date.
2. Placement on the Willamette ESD Administrative salary schedule, \$85,916 - \$103,868, will commensurate with applicant's qualifications, training and experience.
3. Willamette ESD will provide a benefit package for health, dental & vision insurance for qualified employees. Employer-paid PERS is provided to qualified employees.

Application Process

1. Applications are available at the Willamette ESD, 2611 Pringle Rd SE, Salem, OR 97302, (503) 588-5330, or online at www.wesd.org.
2. Applicants **must** submit a completed Willamette ESD application with original signature, a resume, three letters of reference, and one letter of introduction. Copies of transcripts must be submitted. Those applicants selected for interview will be required to provide work samples: budget document, communication document, and a financial statement/report. If chosen for the position, official transcripts will be required before completion of the hiring process.
3. Completed applications must be returned to the Human Resources Department, 2611 Pringle Rd SE, Salem, OR 97302, by 5 p.m. on the closing date listed on the vacancy notice.
4. **Applications will not be sent or received by fax.**
5. **Application will not be reviewed via e-mail.**

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact Deputy Superintendent at 503-588-5330 for additional information or assistance. Speech/Hearing impaired persons may contact the ESD for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900 or 711.

The Willamette Education Service District is an Equal Opportunity/Affirmative Action employer. Women, minorities and individuals with disabilities are encouraged to apply.