



To apply to this position, please go to the North Clackamas School District job site, Applicant Tracking and apply to JobID# 5121:

<https://www.applitrack.com/nclack/onlineapp/>

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Position Type: Administration

Opening Date: 03-21-2019

Closing Date: 04-24-2019

Date Available: 07-01-2019

Location: Milwaukie, Oregon, District Office

### **Chief Financial Officer (CFO), Full-Time, Permanent**

The North Clackamas School District is a growing district on Portland's east side. North Clackamas is known for its high quality of living. With approximately 2,000 employees, North Clackamas is nationally recognized for outstanding programs supported by the efficient utilization of resources. The North Clackamas community expects, and school leaders ensure, accountable and transparent investments that place funding as close to the student as possible.

### **Position Summary:**

Provides leadership and strategic vision to the District's financial management program.

### **Minimum Qualifications:**

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Master's degree or equivalent with a combination of education and experience in business, financial management, accounting, or related field.
3. Minimum of five (5) years of financial management and leadership experience.
4. Strong analytical and problem solving skills, and understanding of "client-centered" support and services.
5. Excellent oral, written, presentation, and interpersonal communication skills.
6. Ability to work both independently and cooperatively.

7. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
8. Ability to remain calm, deliberate, and tactful in stressful and emotional situations.
9. Experience in a highly unionized environment.
10. Demonstrated leadership and supervisory ability.
11. Valid state driver's license.

**Desired Qualifications:**

1. Oregon public school financial management experience.
2. Knowledge of District specific technology.

**Major Duties and Responsibilities:**

1. Planning and Programming: Stays abreast of research on the changing nature of the profession, the field of public financial management, and changing national, regional and local trends that may impact program areas. Participates in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs. Uses forecasting tools and strategies to forecast resource requirements and to predict future needs. Anticipates and develops strategies and programs that respond effectively to anticipated needs and the changing educational environment. Maintains an active role in professional organizations at the local and state levels.
2. Financial Management and Strategic Planning: Advises the Superintendent and School Board on the financial needs and implications of District programs.
  - a. Provides leadership in long-range financial planning to include development of local tax initiatives and strategies. Manages bonds to assure District maximizes its financial resources in marketing, retiring, and refinancing bond obligations.
  - b. Leads and directs the budget process; coordinates, plans, and oversees the development of the District budget; monitors budget expenditures to ensure compliance and a positive financial status.

- c. Manages and maintains general ledgers for all district funds to include general fund, transportation fund, nutrition services, debt service fund, capital projects fund, and associated student body funds.
  - d. Oversees grant accounting records including expenditure reporting and auditing of expenditures to submitted budgets.
  - e. Performs a variety of revenue forecasts and cash flow analysis; prepares revenue and expenditure projections; invests funds for maximum return.
  - f. Advises Superintendent and School Board on a variety of business and financial matters.
  - g. Leads and participates in preparation of annual financial statements, annual budgets, month end fiscal reports and a variety of state required reports.
  - h. Compiles data, does research and analysis on specific areas of finance and presents reports to Administration and the School Board.
  - i. Reviews and develops internal control procedures and monitors compliance; provides liaison with local and state auditors.
  - j. Prepares and presents audit, budget, financial and other relevant reports to the School Board.
3. Oversees the District's risk management, purchasing, distribution center, nutrition services, free and reduced lunch program, payroll, accounting, employee benefits and the District's wellness program. Administers programs within approved budget parameters including allocation of staff (FTE) resources.

4. Oversees and participates in preparation of staffing analysis and reports. Takes action, in concert with other District Leadership, to determine allocation and redirection of FTE and to level class sizes. Maintains and approves expenditures from all building, department and program budgets.
5. Policy Formulation and Guidance: Recognizes the need for and formulates policies necessary to implement educational goals and objectives and to assure effective implementation and operation of assigned programs. Establishes a system for periodic review of policies to determine when modifications are necessary to advance the goals of the department and to serve the overall needs of employees, managers and the organization.
6. Labor Relations and Collective Bargaining: Participates in the collective bargaining process to include identifying and researching bargaining issues related to the collective bargaining agreements. Assists in developing bargaining strategies and positions and participates as a member of the District bargaining team.
7. Program Direction and Staff Supervision: Oversees organizational management in all assigned areas. Assures that functions are effectively structured and work coordination procedures are in place to achieve a high level of integration and synergy across program functions. Approves position structures and operating practices essential to the development and delivering of quality programs and services. Recruits and assigns staff ensuring that they possess and practice the values necessary to achieving the level of program delivery and customer service that is essential to a highly effective organization. Assesses, evaluates, and provides for training and professional development of subordinate staff. Creates communication, collaboration and coordination processes that assure all staff is timely and effectively informed of department policies, issues, and guidance that their programs are expected to support. Establishes an environment in which all staff members are comfortable and forthcoming in sharing their ideas, needs and concerns, and in which the staff collaboratively works together to seek solutions and resolutions.
8. Program Evaluation, Analysis and Feedback: Establishes a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. At least annually, conducts a comprehensive assessment review of all programs to determine their level of effectiveness and contribution to the mission of the

department and to identify problem areas, areas of high success, and areas in needs of change. Prepares structured presentations to the Superintendent to share the program evaluation results.

9. Serves as first responder to emergency and after hour situations.

Performs other duties as assigned.

**Terms of Employment:**

- Approximate Annual Compensation Range (2018-2019): \$127,650 - \$147,771 (this includes the additional 6% employee contribution to PERS the employer pays). If North Clackamas Plan V chosen, \$1500 - \$3000 HRA VEBA funded every January 1. Includes medical, dental, eye insurance coverage, cell and mileage stipends, life insurance.
- 2019-2020 salary schedule to be determined.
- Salary compensation reflects full-time and 260 contract days.
- Professional development funds available.
- Generous vacation and other paid leave benefits.

If you have any questions, please contact Executive Director of Human Resources, Mark Moser at [moserma@nclack.k12.or.us](mailto:moserma@nclack.k12.or.us)

Equal Opportunity Employer/Drug Free Workplace.

North Clackamas School District policy provides veterans and disabled veterans with preferences as required by law.

The North Clackamas School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, marital status, religion, disability, or age in its programs and activities, and provides equal access to designated youth groups such as the Boy Scouts. The following position has been designated to handle inquiries regarding discrimination: Title IX Coordinator, 12400 SE Freeman Way, Milwaukie, OR 97222, 503.353.6128.