

## **Hobbs Municipal Schools Job Description**

**Position:** Director of Finance

**Supervisor:** Superintendent

**General Job Description:** Supervise Finance, Payroll, and Accounts Payable staff to help the district to increase effectiveness of financial matters and reduce costs to the ultimate benefit of the education program. Oversee the finances and financial matters of the district.

**Qualifications:**

1. Bachelor's degree in Accounting, Business or related field. CPA is preferred.
2. Graduation from a certified or accredited educational institution with some course work in computer systems.
3. Supervisory experience in either the business or education application of computer technology and data processing is preferred.
4. Some experience with school budgets and personnel reports is preferred.
5. Proficiency in District's computer software system.

**Essential Duties and Responsibilities:**

1. Demonstrate foresight, examine issues and take initiatives to improve the quality of education in the community.
2. Embrace and encourage the acceptance of diversity.
3. Use effective people skills to communicate.
4. Provide and maintain an environment where optimal student growth can take place.
5. Demonstrate instructional leadership.
6. Demonstrate an understanding of the dynamics of the educational organization.
7. Effectively manage the resources for which he/she is responsible including personnel, finances, payroll, facilities, programs and time.
8. Use supervision, staff development and performance evaluation to improve the educational program.
9. Maintain a familiarity with current educational issues through a process of ongoing personal development.
10. Use supervision, staff development and performance evaluation to improve the performance of employees.
11. Lead trainings for district administration on budget preparation and analysis.
12. Coordinate the preparation of the budget and direct public hearings in regard to the budget.
13. Supervise the management of the budget after approval by the Hobbs Board of Education and Public Education Department.
14. Supervise all functions for the finance support service.
15. Be responsible for audits.
16. Measure performance of personnel, equipment, and systems which are assigned to the Director.
17. Evaluate new technical developments in view of the district's plans and objectives.
18. Analyze resources and utilization, and initiates programs for improvement.
19. Identifies potential areas of improvement achievable through new and improved systems.
20. Assess proposed systems and recommends appropriate action.
21. Report to management regarding performance of personnel, and equipment resources, and identify significant trends.
22. Supply information and assist in making reports as may be required.
23. Other tasks as may be assigned by the Superintendent.

**Additional Duties and Responsibilities:**

1. Supervise reports to school budget planning unit.
2. Calculate employee contracts and addendum to contracts.
3. Annual audit for payroll and contracts.
4. Assist in making district financial investments.

**Work Environment:**

Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after hour work may be required. Must be able to work under stressful conditions. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture may be required.

**Physical Requirements:**

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required. Prolonged typing, sitting, and working on a computer terminal, physical ability to type on a keyboard terminal, and adding machine.

**Safety and Health Requirements:**

Bloodborne Pathogens Standard Training

**Equipment/Material handled:**

Must know how to properly operate or be willing to learn to operate all multimedia equipment including current technology.

**Terms of Employment:**

Salary and work year to be established by the Board.