

School Administrative Unit #101
Wakefield School District
Director of Finance and Operations

The Wakefield School District has an opening for Director of Finance and Operations

Under the direction of the Superintendent, the Director of Finance and Business organizes, manages, and directs the Finance department; plans, organizes, coordinates, and manages finance, budgeting, auditing, financial planning requirements, and Risk and Insurance of the Wakefield School District; oversees Accounts Payable, Accounts Receivable, Payroll, and Grant Administration; and other related functions as directed.

This position also acts as the School District's Human Resources Director, implementing HR strategies and responsibilities. Assists the Superintendent in providing oversight of Food Service operations, Student Transportation fleet, and Building Operations. This position reports to the Superintendent of School.

Essential Functions:

- *Serves as advisor to the Superintendent and School District personnel on various aspects of budgeting, auditing, fiscal planning, and non-instructional operations.
- *Provides leadership and expertise in assessing, identifying, formulating, and implementing the District/SAU's fiscal goals and objectives.
- *Coordinates the fiscal program of the SAU with the instructional program.
- *Coordinates and directs the finance, budgeting, and auditing of all funds of the District/SAU.
- *Review, audit, observe, monitor, counsel, assist, and evaluate the performance of management and support personnel responsible for the various non-instructional service units and administrators as assigned by the Superintendent.
- *Directs the maintenance and inventory control of fixed assets, buildings, and equipment.
- *Analyze, evaluates, and makes recommendations on facility needs for the School District. Serves on any committees involved in finance and provides guidance and advice on facility planning, program techniques, finance projects, selection of architects, bids, and contractors.
- *Develop and implement human resource policies and procedures.
- *Maintain knowledge of legal requirements and government reporting requirements.
- *Ensure compensation and benefits are in with the school district's policies and legislation.