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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

1988 Polk Street
Gary, IN 46407

M. Jones-Henderson, M.B.A.
Executive Director of Human Resources

Dr. Peter Morikis, Emergency Manager

POSITION: Chief Financial Officer

SALARY: To be determined based on experience

REPORTS TO: Emergency Manager

Position Information:

This position will be open until filled and will require sealed official transcript prior to the creation of the eligibility list.

GENERAL PURPOSE

Under the direction of the Emergency Manager and the Emergency Manager Team, the Chief Financial Officer shall be responsible for the general management and supervision of all financial aspects of the District, and operate with supervised autonomy in planning, arranging, and coordinating an administrative management program related to all business affairs and programs, including budget preparation and control, financial, fiscal planning and management, accounting and fiscal reporting, business data processing, purchasing and stores, cafeteria management, and building operations and maintenance, along with assessing and evaluating capital improvement programs and projects, including policy development. The Chief Financial Officer shall be expected to assume, execute, perform and supervise all the duties and responsibilities associated with accounting, audit, finance, investment, and to accomplish all fiscal and fiduciary obligations including the satisfaction of all reporting requirements.

DISTINGUISHING CHARACTERISTICS

This single-position class is responsible for monitoring the District's business programs and operations. This position requires accurate, periodic and responsive reports to the Emergency Manager, Emergency Management Team, Fiscal Management Board and Advisory Board in clear and concise format with critical financial and operational information. The Chief Financial Officer shall be expected to make projections and recommendations for strategic planning into the future.

DUTIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plan, organize and coordinate the District's business programs and financial services.

2. Formulate programs for accounting, financial, business data processing, purchasing, warehousing, custodial matters, cafeteria, transportation, and maintenance activities, and ensure that such programs are economically, efficiently and effectively administered.
3. Select, train and evaluate key staff, and prepare qualified staff for advancement.
4. Develop procedures for business operation and review results; prepare and communicate estimates of income and expenditures and develop budget assumptions; provide for the timely preparation of the District's budget; maintain budgets, identify variances and take corrective action as necessary.
5. Provide accounting controls for District funds, and ensure compliance for income and expenditures.
6. Coordinate the preparation and examination of contracts with general counsel, and coordinate information with the Emergency Manager and Emergency Manager Team on the execution and performance of District obligations.
7. Monitor legislation and implement changes in the law affecting the District and its Divisions.
8. Coordinate the activities of the Payroll, Accounting, Budgeting, Benefits, Purchasing, Logistics, Nutrition services, and Business Division with other divisions in the Emergency Manager's office and with other agencies, and actively participate in all efforts to identify and obtain funding for District projects through the passing of bonds, capital loans, and public and private grants.
9. Participate in the Emergency Manager's staff meetings, report on changes in education code, laws or regulations affecting fiscal and other District matters.
10. Attend meetings of the Advisory Board and Fiscal Management Board and make presentations on business matters; provide follow-up on Board functions and prepare special reports as directed.
11. Supervise the preparation of fiscal and related reports for the federal and state entities and officials.

**QUALIFICATIONS:
MINIMUM QUALIFICATIONS**

Knowledge of:

1. Principles, trends and development of Indiana school business services and fiscal administration and management.
2. Goals, objectives and operating techniques of an Indiana school district.
3. Accounting principles and practices, budgeting and other fiscal procedures as they apply to an Indiana school district.

4. Considerations involved in the maintenance and operation of school district buildings, together with some knowledge of building construction and the ordinances and laws affecting the construction and modernization of facilities.
5. Governmental purchasing principles and practices.
6. Regulations governing District business practices and procedures.

Ability to:

1. Plan, organize, direct and supervise the work of, and give administrative direction to, employees in a variety of professional and technical fields related to the Business Services function.
2. Prepare comprehensive and clear reports, draft and prepare complex correspondence, and prepare and review work estimates, specifications and contracts.
3. Analyze various systems and programs and develop effective conclusions and recommendations.
4. Establish, foster, and maintain effective and cooperative working relationships with others.
5. Communicate and implement the policies of the District.

Education, Training, and Experience:

1. A Bachelor's degree with a major in management, business administration, public administration, education administration, accounting, finance, or other field closely related to the technical duties and knowledge requirements of the classification from an institution of higher learning accrediting organization recognized by the Council of Higher Education Accreditation.
2. Ten (10) years of experience in a responsible administrative or supervisory position including substantial participation in policy development or program direction in business management in a large public or private enterprise, involving a variety of services such as accounting, purchasing and budget. Experience with Indiana school finance and accounting highly preferred.
3. Equivalency Provision: A Doctorate degree in school management, business, administration, or closely related field may substitute for two years of required general management experience in school administration, business or finance. A Master's degree in school management, business, administration, or closely related field may substitute for one year of required general management experience in school administration, business or finance.

Licenses; Certificates; Special Requirements:

Possess a valid driver's license with the ability to maintain insurability under the District's insurance policy.

Required Testing

- Drug Test

Clearances

- Fingerprinting/Background Clearance

METHOD OF APPLICATION:

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted prior to 4:30 p.m., Friday, February 8, 2019 to:

Gary Community School Corporation

Click on "Employment"

www.garycsc.k12.in.us

1988 Polk Street

Gary, IN 46407

EQUAL OPPORTUNITY EMPLOYER