



FINANCE DIRECTOR

Hopi School System

Reports To: Chief School Administrator

Salary/Hourly Range: DOE

Contract Term: Twelve (12) months

FLSA Status: EXEMPT

VALID DRIVER'S LICENSE REQUIRED

INTRODUCTION

The Finance Director will lead and supervise the Finance Department of the Hopi School System whose job responsibilities include accurate and efficient management of financial and operating affairs of the Hopi School System. These responsibilities include, but are not limited to: payroll, accounts payable, financial reporting and control, budget preparation and control, and purchasing. The Finance Director reports to the Chief School Administrator and also provides reports to the Hopi Board of Education (HBE); demonstrates knowledge and understanding relationships with parents and students; cultivates a positive working relationship with principals, students, and staff; and plays an integral part in providing a service-oriented relationship with all departments.

ESSENTIAL FUNCTIONS

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1) Fiscal Oversight and Management:

- a) Supervises and manages the Hopi School System Finance Department staff and administers financial affairs for the Hopi School System, six (6) elementary schools, and the Hopi Junior Senior High School.
- b) Establishes and maintains a financial record system and chart of accounts and conducts duties and responsibilities in accordance with Hopi School System Policies and Procedures and applicable Hopi Tribe, federal, Arizona state, and other sources.
- c) Assists the Chief School Administrator and HBE in planning business and financial affairs of the Hopi School System and makes judicial and prudent decisions concerning expenditures of valuable resources.
- d) Supervises and evaluates Finance Department staff.
- e) Prepares estimates and/or analyses of revenue, expenditures, budget requests, program proposals, program costs, methods of financing including long-range projections of requirements.
- f) Primarily responsible for negotiation and execution of all contracts in consultation with the Chief School Administrator.

2) Internal Controls and Audits:

- a) Recommends and implements appropriate internal and external audit functions and is responsible for coordinating and assisting auditors with the annual fiscal audit of Hopi School System finances.
- b) Prepares month-end reconciliations.
- c) Approves and signs purchase orders after determining they are in compliance with budget and cash requirements.
- d) Signs all checks (including payroll) upon verification that appropriate documentation has been collected.
- e) Opens all Finance Department mail and maintains a log of all checks and wire transfer or other payments which are received on behalf of the Hopi School System.
- f) Prepares approved Travel Authorizations, oversees disbursement of all travel advances, and completes Travel Expense Claims.

3) Budgets:

- a) Develops budget guidelines and coordinates preparation of the Hopi School System annual budget with assistance of the Principals and the Chief School Administrator.
- b) Conducts long range planning and budget forecasting to determine major sources of revenue, then pursues each source, ensuring the greatest return on investments for financial stability.
- c) Develops budgets for grant proposals according to funding guidelines.

4) Preparing Reports and Recordkeeping:

- a) Prepares and submits all reports and Statement of Assurances as required by law to the Hopi Tribe and federal and Arizona state agencies.
- b) Monitors status of submitted grants and follow-up with funding agencies ensuring all applicable federal and state timelines are met in regard to financial reporting.
- c) Develops special and regular financial reports to extract and summarize budget and financial data, as assigned.
- d) Establishes and supervises a system of accounting adequate to record in detail all money and credit transactions.

5) Inventory of Assets:

- a) Oversees the performance of the annual Hopi School System Inventory, including inventory of assets purchased with federal funds.
- b) Imports fixed asset transactions from accounts payable, identifying equipment that needs to be labeled with Hopi School System property tags.
- c) Assures the retaining of equipment upon employees' terminations or resignations.
- d) Updates asset records in regards to condition, transfers, location and disposal.

6) Training:

- a) Ensures personnel have adequate and up to date training to comply with New OMB circular rules and regulations as amended.
- b) Ensures personnel have adequate and up to date training to utilize the accounting and personnel software of the Hopi School System and to implement Hopi School System policies and procedures.
- c) Participates in professional development, training, and in-service as needed for the position.

- 7) Other Related Duties: Performs other related duties as assigned or authorized to achieve Hopi School System goals and objectives.

MINIMUM QUALIFICATIONS

Education: Bachelor's degree in Business Administration or Accounting; AND

Experience: Five (5) years business administration experience serving as a Finance Director or Business Manager in a school or school district, to include two (2) years supervisory responsibilities; OR

Equivalent combination of education, training and experience which demonstrates the ability to perform the duties of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge and experience of financial accounting and reporting systems and internal control systems.
- Knowledge of computer and data management, including Excel, other accounting related software, and other business software tools relative to job requirements and duties.
- Knowledge and experience of OMB Super Circular, CFR, and USFR and other applicable federal and state laws and regulations and programs.
- Skill in demonstrated financial planning, financial accounting, and reporting.
- Skill in researching, organization, planning, and problem solving.
- Skill in clear and effective verbal and written communication with internal and external stakeholders.
- Skill in human and public relations and establishing and maintaining effective working relationships with students, staff, parents, and community members.
- Ability to perform duties with an awareness of all Hopi School System requirements and policies and procedures.
- Ability to analyze data and assess considerable quantities of information, then make recommendations.
- Ability to coordinate and handle a variety of administrative and management functions.
- Ability to maintain strict confidentiality of records and ethical and professional behavior in working with all stakeholders.

NECESSARY REQUIREMENTS

- Must possess a valid Arizona driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- Driving is an essential function of this position. Applicant must have and maintain a driving record which qualifies them for coverage under the Hopi Tribal insurance policy (Tribal insurance qualifications are independent of Arizona's issuance of a driver's license) and maintain certification to operate Tribal vehicles for business purposes.
- Must complete and pass pre-employment screening and background investigation.
- Must be able to pass mandatory and random drug and alcohol screening.
- Must not have any felony convictions.
- Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
- Hopi Preference and Indian Preference in employment is applied following the "Hopi Preference and Indian Preference" policy set forth in Section 1.6 of the Hopi Education Code.

DESIRED REQUIREMENTS

- Previous successful experience in serving as a Finance Director, Business Manager, or Business Technician in a PL 100-297 Grant or Bureau of Indian Education school preferred.
- Ability to speak and understand the Hopi language and translate Hopi to English and vice-versa.

EQUAL OPPORTUNITY EMPLOYER

Within the scope of Hopi and Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

REASONABLE ACCOMMODATION

This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodations will be on a case-by-case basis.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work may at times extend beyond the normal eight (8) hours daily schedule. While performing the duties of this job, the employee is frequently required to stand and talk or hear and to walk and sit. Occasionally the employee will bend or twist at the neck more than the average person. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs., such as boxes of books and audio visual carts. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT AND PERSONAL CONTACTS

The work is performed in a standard office and school environment. Travel on and off the reservation may also be required. The noise level in the work environment is usually moderate to loud. The employee is frequently required to interact with staff, students, parents, Tribal officials, and the public. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The employee is directly responsible for the safety, well-being and work of students.