

**HILLSBORO SCHOOL DISTRICT 1 J**  
**JOB DESCRIPTION**  
**Finance Manager**  
**Purchasing and Payroll**

**IMMEDIATE SUPERVISOR      Chief Financial Officer**

**GENERAL DUTIES**

Plans and administers Fiscal Services related functions for the School District including: procurement, contracting, payroll, general ledger accounting, Special Revenues, financial analysis and reporting.

**ESSENTIAL REQUIREMENTS**

- A. Hold a Bachelor's degree in business administration or the equivalent with emphasis on accounting and finance
- B. A minimum of five years executive experience with acquired skills in planning, organizing and controlling a major area of responsibility
- C. Knowledge of principles and practices of public sector purchasing
- D. Knowledge of pertinent State and Federal laws, District adopted rules and regulations
- E. Knowledge of governmental financial software preferred
- F. Knowledge of government accounting structure and codes
- G. Evidence of the ability to analyze and solve problems
- H. Ability to work cooperatively and harmoniously as a team member
- I. Ability to clearly communicate orally and in writing
- J. Excellent interpersonal skills
- K. Demonstrated ability to effectively use computer hardware and software
- L. Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds in English, Spanish, or other languages related to the job
- M. Maintain integrity of confidential information relating to students, staff, or district patrons
- N. The ability to work harmoniously with others.

**ESSENTIAL RESPONSIBILITIES**

- A. Directs the efforts of the Fiscal Services staff to bring about a coordinated, efficient work effort and an environment of personal and professional development
- B. Advises the Chief Financial Officer on matters pertaining to Fiscal Services through the use of routine and special reports, supplementary analysis and oral reviews
- C. Ensures the integrity of fiscal methods and procedures as practiced by the Fiscal Services Department through the use of accepted auditing and accounting standards in order to meet statutory and administrative requirements
- D. Maintains, records and reports on revenue and acts as liaison with county, state and federal agencies on revenue matters

- E. Ensures compliance with federal and state laws and District policy
- F. Assures adherence and compliance with Board Policy, Administrative Rules, and Local
- G. Contract Review Board Public Contract Rules by coordinating and auditing all District bids, purchase orders, and other expenditures.
- H. Prepare appropriate policy manuals, instructions and directives for procurement
- I. guidance of District employees
- J. Contributes to overall efficiency of District purchasing by planning and reviewing long term procurement programs. Assures cost containment by determining the best possible method of purchase considering all factors.
- K. Oversees Payroll department
- L. Confers with School and District Administrators to ensure proper understanding of their requirements and assists them in carrying out their work as relating to Fiscal Services
- M. Responds to inquires and provides fiscal and budgetary data as requested by District School Board, Budget Committee and Budget Advisory Team
- N. Assist Chief Financial Officer to coordinate the annual audit of District records and accounting procedures by independent auditors
- O. Assist Chief Financial Officer with annual budget development
- P. Cultivate and model a respectful working and learning environment.

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

## **PHYSICAL REQUIREMENTS FOR ESSENTIAL RESPONSIBILITIES**

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In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting					<b>X</b>
Stationary Standing		<b>X</b>			
Walking (level surface)				<b>X</b>	
Walking (uneven surface)	<b>X</b>				
Crawling	<b>X</b>				
Crouching (bend at knees)		<b>X</b>			
Stooping (bend at waist)		<b>X</b>			
Twisting (knees/waist/neck)			<b>X</b>		
Turn/pivot			<b>X</b>		
Climbing (stairs)		<b>X</b>			
Climbing (ladder)	<b>X</b>				
Reaching overhead			<b>X</b>		
Reaching extension			<b>X</b>		
Repetitive use arms				<b>X</b>	
Repetitive use wrists				<b>X</b>	
Repetitive use hands grasping			<b>X</b>		
Repetitive use hands squeezing			<b>X</b>		
Fine manipulation		<b>X</b>			
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>40 lbs.</b>		<b>X</b>			
*Lifting/Carrying Maximum weight: <b>40 lbs.</b>			<b>X</b>		

\*Identify items typically moved: \_\_\_\_\_  
 \_\_\_\_\_

**WORK PLACE EXPECTATIONS**

- A. Work effectively with and respond to people from diverse cultures or backgrounds
- B. The employee will demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- C. Have regular and punctual attendance
- D. Confer regularly with immediate supervisor
- E. Follow all District policies, work procedures, and reasonable requests by proper authority.

**EMPLOYEE STATEMENT**

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“I have reviewed the above position and understand its contents.”

“I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Pay Grade: Super Tech – Pay Grade C  
Last Revised: July 2010

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