



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Director of Finance

Reports to: Superintendent

Purposes and Objectives of the Position:

Provides leadership in support of the district's mission. Ensures financial stability and student program support.

Qualifications:

- Bachelor's Degree of Finance or Accounting (strongly preferred) or minimum five years demonstrated progressive success in business, finance, administration, or operations management.
- Minimum three years successful experience in public school district business administration desired.
- Minimum three years successful experience with budget preparation and analysis
- Minimum three years successful experience with administrative and supervisory skills.
- Minimum three years successful experience working with spreadsheets and word processing software.

Duties and Requirements:

- Serve as chief financial officer for the district and manage all aspects of fiscal services including budget development, accounting, payroll, cash management, inventory control, financial reporting, purchasing, bookkeeping, interlocal, and other contract agreements.
- Oversees all aspects of payroll and compliance with state and federal payroll law.
- Establishes procedures sufficient to assure compliance with financial laws, regulations, and requirements and to assure adherence to generally accepted accounting principles (GAAP) and standard business practices.
- Reports to the Board of Education and administrators regarding management of financial resources.
- Engages in multi-year financial planning for the operating budget and assists in preparation of multi-year facilities plans.
- Is responsible for the submission of financial reports required by federal, state, and local governmental entities.
- Under the Superintendent's direction and with the assistance of staff, prepares annual budgets for all funds and monitors activity in those funds throughout the fiscal year in order to assure compliance with KSDE and local jurisdictions.
- Selects and maintains user-friendly financial reporting software for budget managers within the organization so that they may monitor the status of their accounts in real time, preventing the need for monthly financial reports.
- Establishes and maintains a system of controls over cash receipts, deposits, disbursements, and investments.
- Establishes a system of internal controls for financial operations sufficient to provide reasonable assurance that accounts are properly stated.

- Establishes procedures to assure timely reconciliation of bank accounts and Accounts Payables.
- Arranges for and assists with annual independent financial and compliance audits of all accounts.
- Plans, develops, and oversees budget process which includes developing overall budget strategy and long-range planning, obtaining broad range of input, prioritizing needs, allocating resources among priorities, communicating with local stakeholders, staff and Board, and developing mechanisms for monitoring and evaluation of financial performance.
- Oversees the automated system to track and manage employee requests and/or issues related to finance, job postings, or payroll in a timely manner.
- Meet with the superintendent yearly for an annual evaluation.
- Prepares monthly Director of Finance Report for BOE to be shared via Board Docs during each regular board meeting.
- Attends Board of Education meetings to present and interpret financial monthly reporting.
- Perform other related duties as assigned.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.
- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.