



Position Description

Executive Director of Financial Planning

Salary Level: Range I

Prepared Date: April 12, 2023

Contract/Benefits: Based on Act 93 Agreement

Prepared by: William Seng, Acting Executive Director of HR

Department or Area: Office of Financial Services

Approved By: Jennifer Ramos, Deputy Superintendent

Reports To: Chief Financial Officer

Qualifications:

- Bachelor's degree in business administration/accounting or related discipline
- Minimum of Five (5) years of prior related experience in a school district
- Proficiency with fund accounting and GAAP
- Strong human relations and communication skills
- Ability to perform multiple technical tasks and work independently under broad organizational policies
- Strong technology and computer application skills
- Such alternatives to the above qualifications that the Board may find acceptable and reasonable

Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

To plan and manage the business affairs of the school system in compliance with instructions of the CFO, pertinent laws, state regulations, and Board policies and supervises the Director of Finance, Director of Procurement and Benefits Administrator.

Essential Duties and Responsibilities

- Establishes a system of control for budget execution; directs and supervises all financial accounting in the School District.
- Assists and cooperates with outside auditing agencies in the conduct of approved audits or review of the district's fiscal records.
- Translates the educational needs of the district as expressed in periodic meetings into composite short- and long-term financial plans.
- Assists in the preparation of the annual district budget, reviews it with the Administration and presents it for approval and adoption by the Board of Directors.
- Prepares cost analysis reports concerning the operation of the school district.
- Reviews the effect of the educational program on the financial structure of the community and advises the CFO in maintaining a proper balance between the two.
- Is familiar with all sources of revenues for school purposes and explores new sources. Responsible for obtaining all monies to which the Board of Education is entitled. Collaborates with all concerned in securing the funds necessary to operate the educational program.
- Works with attorneys and financial advisors to effect suitable financing.
- Prepares documents as required for processing and bond offerings.

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- Oversees the distribution of payments for construction in progress.
 - Provides the Superintendent and other staff members, as well as the Board, with facts and information that help them in their relations with the public.
 - Interprets the business area of educational programs to the educational staff and public as needed.
 - Communicates with the school solicitor on legal matters as needed.
 - Presents budget related informational sessions to various community groups as needed
 - Assists the CFO and Director of Human Resources in preparing for negotiations as needed.
 - Oversees, directs, and supervises the Business Office staff.
 - Maintains adequate records for all School District employees regarding salary, retirement, social security, withholding taxes, wage taxes, insurance and the like and completes related reports.
 - Oversees the administration of the Employee Benefits office.
 - Supervises and evaluates the Employee Benefits Supervisor.
 - Supervises and evaluates the Director of Finance
 - Supervises and evaluates the Director of Procurement
 - Oversees the administration of the district's tax-sheltered annuity program for employees.
 - Assists in the organization and execution of in-service training programs aimed at increasing the skills of school business management.
 - In conjunction with the Business Office staff, oversees the preparation and certification of the accuracy of monthly and annual financial reports required by the superintendent, Board of Education, State Department of Education and other agencies of government.
 - Establishes the accounting systems necessary to provide school officials and administrators with accurate financial facts as the basis for formulating policies and decisions.
 - Oversees the tax collection systems utilized by the district.
 - Invests the funds of the district on a day-to-day basis to ensure effective cash flow and in a manner that provides maximized returns at minimized risk levels.
 - Assists in the evaluation of computer hardware and systems for handling Business Office reporting requirements of the district.
 - Maintains adequate general liability and property casualty coverage for the district and personnel, as required.
 - Administers the student accident insurance coverage and policy information.
 - Submits information for inclusion in agendas for board meetings.
 - Attends regular, committee, and executive sessions of the Board to advise on matters relating to school district finances and business office functions.
 - Develops and implements policy in the area of school business management, generally accepted accounting practices and related activities.
 - Coordinates activities with the Board solicitor including contracts, retainers, and the processing of bills.
 - Other duties as assigned by the Superintendent and/or Chief Financial Officer.

Supervisory Responsibilities

Supervises secretarial staff and the coordinator of printing. Is responsible for the coordination and evaluation of these individuals. Responsibilities include interviewing, recommending for hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, and resolving problems. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Parent and Community Relations

Manages difficult or emotional parent/community situations judiciously; Responds to parent/community requests for service and assistance; Solicits parent feedback to improve the effectiveness of the department; Meets commitments made to parents and the community.

Interpersonal Relations

Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others.

Oral Communication

Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Demonstrates group presentation skills.

Written Communication

Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively.

Teamwork

Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building positive morale; Puts success of faculty, staff, and/or team above own interests and recognition; Able to build group commitment to goals and objectives.

Leadership Skills

Visionary Leadership

Provides vision and inspiration to peers and subordinates; Mobilizes others to fulfill the vision; Displays passion and optimism.

Change Management

Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation

Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently when appropriate; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership

Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Managing People

Includes faculty, staff, and/or team in planning and decision-making; Takes responsibility for the performance of faculty, staff, and/or team; Makes self accessible to faculty, staff, students, and/or team; Provides regular performance feedback to faculty, staff, and/or team; Develops the skills of faculty, staff, and/or team and encourages growth; Continually works to improve supervisory skills.

Quality Management

Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Fosters a focus on quality in others.

Analytical

Synthesizes complex or diverse information; Collects and analyzes data; Uses research, experience and intuition to complement data.

Safety and Security

Observes safety and security procedures when appropriate; Determines appropriate action beyond safety and security guidelines.

Problem Solving

Identifies and resolves problems in a timely manner; Gathers and analyzes facts relating to the problem skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.

Organizational Skills

Cost Management

Works within approved budget; Conserves district/school resources.

Diversity

Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Assembles a diverse staff/team.

Organizational Support

Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Supports district's goals and values.

Strategic Thinking

Develops strategies to achieve district's goals; Understands district's strengths & weaknesses; Aligns work with strategic goals; Adapts strategy to changing conditions.

Personal Competencies

Judgment

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Ethics

Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity.

Motivation

Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals

Planning/Organizing

Prioritizes and plans work activities; Uses time efficiently; Sets daily/weekly goals and objectives.

Professionalism

Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect regardless of their

status or position; Accepts responsibility for own actions.

Personal Quality

Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality.

Dependability

Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Innovation

Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving instruction and related activities; Develops innovative approaches and ideas.

Physical Demands

Frequent travel to school district offices and buildings. Frequent walking throughout various buildings. Often sitting at desk for extended periods. Standing for limited periods of time. Moderate lifting from 15 to 30 pounds; some carrying – up to 30 pounds. Manual dexterity to use office equipment. Repetitive movement of fingers and hands for keyboarding. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the Exec. Director is regularly required to talk or hear. The Exec. Director is frequently required to walk, climb stairs, bend, and lift. The Exec. Director is required to use hands to fingers or handle documents, telephone, etc. The Exec. Director is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____
Individual serving in this position

Date: _____