



ISAAC SCHOOL DISTRICT NO. 5
3348 West McDowell Road
Phoenix, Arizona 85009-2416
(602) 484-4700 Fax (602) 278-1693

DIRECTOR OF FINANCE

CLASSIFICATION: Administrative

GENERAL STATEMENT OF RESPONSIBILITIES: To provide the District with support in area of financial emphasis, payroll, accounts payable, accounting and federal projects.

PRINCIPAL DUTIES:

- Supervise Financial Services staff
- Prepare and present all school district budgets
- Liaison and coordination of all district financial audits
- Communicates all district financial topics with schools and external agencies
- Perform all function necessary for compliance reporting with all federal and state grants
- Supervise the districts accounting system

KNOWLEDGE AND SKILLS REQUIRED:

- Bachelor's Degree in Accounting or related field.
- Knowledge of accounting principles and practices.
- Knowledge of Arizona school finance and related statutes.
- Five years experience (preferred) in school budgeting and finance.
- Experience on Infinite Visions-Enterprise version software.
- Experience in administering all financial aspects of federal and state grants.
- Experience in troubleshooting, researching, and resolving financial and computer discrepancies.
- Experience performing financial reconciliation.
- Experience with Excel.
- Experience supervising and evaluating support staff

MINIMUM QUALIFICATIONS: Must possess a Bachelor's Degree in Accounting or related field

SUPERVISION GIVEN: Supervise and evaluate Payroll clerks, Accounts Payable Clerks and Accounting Personnel.

SALARY: ADMINISTRATIVE SALARY SCHEDULE

CLOSING DATE: OPEN UNTIL FILLED

INTERNAL/EXTERNAL

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER