

**Arlington Public Schools
Arlington, MA 02476**

Job Description

The Arlington Public Schools are committed to creating an inclusive and safe learning and working environment that reflects a diversity of perspectives, values, and experiences. We welcome staff who are aware of the role that bias and prejudice play in society, are creative and willing to try new approaches, and are reflective about their daily practice. We are looking for candidates who welcome a challenge, are eager to collaborate and contribute to the success of students, are ready to engage in two-way partnership with families, and who will contribute their diverse talents to the organization as a whole.

POSITION: Assistant Superintendent of Finance and Operations

JOB GOALS: To provide fiscal and operational leadership and oversight for the Arlington Public Schools

QUALIFICATIONS:

Education, Experience and Licensure:

- Master's Degree in Accounting, Business Administration or a related discipline;
- At least five years of successful financial management and supervisory experience, preferably in a school or municipal organization;
- Licensure by the Massachusetts Department of Elementary and Secondary Education as a Superintendent/Assistant Superintendent;
- Licensure by the Massachusetts Department of Elementary and Secondary Education as a School Business Administrator;
- Eligible for Massachusetts Certified Public Procurement Official (MCPPO) Designation.

Necessary Knowledge, Skills, and Abilities:

- Knowledge of Massachusetts municipal finance laws;
- Strong written and verbal communication skills;
- Excellent human relations skills;
- Ability to work collegially and cooperatively with all constituencies within the Town of Arlington and Arlington Public Schools, including the School Committee and Central Administration;
- Willingness and ability to educate colleagues about financial operations of the district as needed;
- Ability to effectively meet and deal with the public;
- Ability to handle stressful situations;
- Strong knowledge of computers and electronic data processing with proficiency in Microsoft Office and Google Suite Products;
- Advanced proficiency in MS Excel required;
- Experience utilizing financial accounting systems;
- 3 or more years of experience with MUNIS ideal;

- Knowledge of budgeting concepts and allocation practices that promote equity, diversity, and inclusion in educational settings;
- Strong data analysis skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Report directly to the Superintendent of Schools as a member of the senior leadership team;
- Manage all aspects of the District's business operations;
- Prepare the annual school operating and capital budgets;
- Maintain financial controls for expenditures and revenues, including grant, capital and revolving funds;
- Prepare regular financial reports for School Committee and Superintendent and prepare additional reports on an as needed basis at the request of the Superintendent or School Committee;
- Prepare monthly financial reports for Principals and Department Heads;
- Oversee implementation, training and use of MUNIS financial system to ensure that Administration (Principals, Department Heads, Directors) are able to view and understand reports associated with his/her school or discipline area;
- Supervise day-to-day operations in the areas of budget and accounting, purchasing, accounts payable, accounts receivable, and grants management;
- Supervise day-to-day operations in the areas of food services, transportation, and payroll management, including supervision of the Payroll Manager to reconcile payroll accounts after each payroll to ensure accuracy;
- Work closely with Facilities Manager on all aspects of school facility management, including maintenance and custodial operations;
- Work closely with the CIO on all aspects of school technology management, including maintenance and technology operations;
- Work closely with Town Manager's office, Comptroller, Treasurer and other Town Officials;
- Work closely with the Student Services Department and Special Education Financial Manager on all aspects of the Special Education budget, including grants and other revenue sources, expenditures, including out-of-district tuitions and transportation;
- Work with athletics, before/after school programs and community education on their budgets and operations;
- Provide management support in the areas of human resources, contract negotiations, and collective bargaining;
- Provide management support in school renovation and construction projects, including serving as an important member of building committees for such projects;
- Oversee preparation of annual reporting to state and federal agencies and other mandated reports at required intervals;
- Assist with preparation and analysis of strategic and long-range planning projections, including multi-year financial projections, enrollments, system-wide goals, and facilities;
- Prepare budget presentation documents for the public, including presentation to the School Committee, Town Finance Committee and Town Meeting;
- Attend all School Committee meetings and Budget Subcommittee meetings;
- Participate as a member of several Town and school committees as directed by the Superintendent. Most committee meetings take place in the late afternoon/evening;

- Oversee system-wide business office procedures and effectively communicate those procedures to the District;
- Supervise, manage and evaluate the business office staff and operational leaders of the district as assigned by the Superintendent;
- Provide appropriate training for the business office staff, operational leaders, and building and department leaders on relevant finance and operations topics;
- Maintain a high level of confidentiality;
- Maintain membership in MASBO and MASS, and attend conferences and meetings related to school business practices;
- Perform special projects as required by the Superintendent when necessary and other related duties as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT: Full Year Position. Salary competitive and Benefits in accordance with School and Town benefits for Senior School District Staff.

REPORTS TO: Superintendent of Schools. Contract is with the Arlington School Committee.