



# Arlington Public Schools

Education That Empowers

*The vision of the Arlington Public Schools is to be an equitable educational community where all learners feel a sense of belonging, experience growth and joy, and are empowered to shape their own futures and contribute to a better world.*

## ARLINGTON PUBLIC SCHOOLS

Arlington, MA 02476

### JOB DESCRIPTION

**POSITION:** Assistant Director of Finance

**JOB GOALS:** The Assistant Director of Finance for the Arlington School Department has responsibility for supporting the Assistant Superintendent for Finance & Operations with administering and supervising the business affairs of the district; the development, production and implementation of the school department budget; supervising revenue and expense administration and the oversight of procurement; program evaluation and analysis, financial reporting and other activities.

### MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Accounting, Finance or Business Administration or equivalent required; MBA or Master's degree in Economics or Accounting preferred;
2. Five (5) years of school or municipal experience; or any equivalent combination of education and experience.
3. Experience in municipal or public schools' accounting, purchasing, and budgeting procedures.
4. Ability to obtain School Business Administrator License in three (3) years; School Business Administrator License preferred.
5. MCPPO designation preferred.

### PERFORMANCE RESPONSIBILITIES:

*The essential functions and duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to the position.*

1. Oversee Business Office functions and personnel in the absence of the Assistant Superintendent for Finance and Operations. Provides direction to Business Office personnel in general matters.
2. Assist with the development of the annual operating, revolving, and capital budgets. Assists with budget development schedule; prepares budget analyses, documents, and reports.
3. Develop and implement the District's accounting system and procedures; provides timely and accurate financial information and ensures the integrity of the financial data by instituting proper internal controls.
4. Prepare monthly, quarterly and/or annual financial reports and projections of school department accounts and activities.
5. Monitor expenditures monthly to ensure budget alignment and compliance for accounts, including grants, special revenue, and trust/agency funds. Researches and reconciles budget discrepancies. Provides financial and statistical analysis on accounts over or under budget.
6. Oversee completion and submission of the End of Year Financial Report to the Department of Elementary and Secondary Education and annual audits.



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7. Review and approve all school department purchase requisitions; oversight of development and maintenance of database of current contracts; provides notification prior to end date, prepares contract extensions; assists with preparing scope of services for new contracts for Asst. Superintendent Finance & Operations and other district leaders .
8. Provide input in regard to the development and implementation of school finance policies and procedures.
9. Assist with oversight of District programs and procedures for compliance with school policy, procedure, and GAAP. Assists with implementation of new policies and procedures.
10. Provide training to support staff on school account structure, policy and procedures; serves as resource, advisor and trainer with respect to chart of accounts and proper account usage.
11. Assist with oversight with external funds claiming for the District to ensure compliance with state and federal claiming requirements and maximize the monetary value of claims, in conjunction with the Accountant and Grants Administrator.
12. Collaborate with HR and Payroll offices to track positions, monitor changes to the personnel budget, update and maintain the Position Control Management Database.
13. Write financial procedure manuals and train clerical and administrative support staff to implement.
14. Keeps the Assistant Superintendent for Finance & Operations fully informed on the business and financial operations of the School Department.
15. Represent the Assistant Superintendent for Finance & Operations in his/her absence. Attends municipal and public meetings, as required.
16. Coordinate and manage special projects, as assigned by the Assistant Superintendent for Finance & Operations; perform other duties as assigned.

**TERMS OF EMPLOYMENT:** Full year position  
**SUPERVISION:** Supervises business office staff as assigned  
**REPORTS TO:** Assistant Superintendent of Finance and Operations  
**SALARY & BENEFITS:** \$95,000 to \$110,000

*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.*

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*