



JOB OPPORTUNITY

Job Title:	Assistant Superintendent for Business Services and CFO	Job Category:	Classified
Department/Group:	Administrator	Position Status:	Full time
Location:	Administration Center	Salary Schedule:	Administrative Salary Schedule Range: \$102,312.00 to \$125,858.00
Reports to:	Superintendent of Schools	Contracted days:	230 Days
Additional Training Required:		Travel required:	Yes
Effective:	Upon Board Approval		
Application Deadline:	Open Until Filled		

Applications Accepted By:

APPLICANTS MUST COMPLETE AN APPLICATION ONLINE:

Go to the School City of Hammond website: www.hammond.k12.in.us
 Click on "Employment Opportunities"
 Click on the Application link and select the following job preference:

- Assistant Superintendent for Business Services and CFO – Until Filled

Job Description:

GENERAL DESCRIPTION OF POSITION:

Reports directly to the Superintendent and is responsible for:

- Overall financial operations of the district, including development and maintenance of annual budget and long range financial projections
- Member of the Superintendents' Team with a central role in school district planning and analysis of current programs, support systems and expenditures
- Manages Directors who supervise many employees in the Business Support Services. Is responsible for the overall direction, coordination, and evaluation of these units
- Carrying out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

PRIMARY DUTIES AND RESPONSIBILITIES:

- Member of the District's union negotiation team
- Prepares and oversees the preparation of District financial reports. Ensures that report formats meet all State, local and in-District reporting requirements
- Serves as administrative liaison to the Board Finance Committee and Board Policy Committee
- Prepares and submits tax resolutions for the Board
- Ensures the timely transfer of funds from taxing authorities to the District
- Monitors tax appeals and SEV adjustments
- Participates on the Superintendent's Team
- Responsible for budget development, administration and long range financial planning for the District
- Assist the Superintendent and staff to analyze financial and educational problems and develop solutions to problems which ultimately improve daily operations
- Member of Administrative Evaluations Team
- Participates with county and state organizations in staying abreast of school finance reform and other district-related issues



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- Prepares documents and information related to school mileage elections, bonding and other financial issues
- Prepares and oversees the preparation of District financial reports
- Ensures that report formats meet all State, local and in-District reporting requirements
- Analyzes and approves periodic capital equipment requests
- Acts as sole conduit for Freedom of Information Act requests and responses
- Other duties assigned

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

- Minimum of a Bachelor’s Degree in Business or related field; Master’s Degree Preferred
- Minimum of three (3) years school finance experience
- CPA/Indiana Association of School Business Officials (IASBO) Certification a plus
- State Chief School Business Official Certification

SPECIFIC SKILLS AND KNOWLEDGE FOR THIS POSITION:

- Successful candidate will demonstrate a high level of professionalism with an outstanding ability to facilitate the achievement of district business initiatives
- Candidate should possess the ability to effectively communicate in both written and oral form
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Ability to write speeches and articles for publication that conform to prescribed style and format
- Ability to effectively present information to administrators, public groups/community, and board of education
- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to apply financial concepts such as compound interest, time value of money, tax rates and discounts
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables
- Personal Computer and spreadsheet skills
- Ability to apply knowledge of current research and theory in specific field
- Ability to establish and maintain effective working relationships with students, staff and the school community
- Ability to perform duties with awareness of all district requirements and Board of Education policies

PHYSICAL REQUIREMENTS:

Candidates should be physically capable of successfully performing the essential functions of the position

It is the policy of the School City of Hammond not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), and Section 504 (Rehabilitation Act of 1973).

Last Updated By:	Department of Human Resources	Date/Time:	6/18/19
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