



POSITION ANNOUNCEMENT

Finance Director

***Deadline for Application: Open Until Filled
Applications will be screened beginning April 11, 2020***

Cooperative Educational Services Agency 10 (CESA 10) is looking for an individual to serve as a full-time Finance Director. The Finance Director is responsible for establishing financial policies, procedures, controls, and reporting systems in alignment with the Agency's mission and strategic goals. This position ensures legal and regulatory compliance for all accounting and financial reporting functions. The Finance Director also oversees general accounting, accounts receivable, accounts payable, agency vehicles, and inventory management.

Qualifications: The ideal candidate will possess a Wisconsin Department of Public Instruction School Business Manager License (08) or be a Certified Public Accountant with school finance experience. A minimum of five years professional experience in school finance is desired.

Related Skills:

1. Knowledge of the accounting structure of CESA organizations as well as knowledge of school district accounting principles preferred.
2. Ability to supervise, plan, direct, coordinate, and evaluate work of others.
3. Ability to be an ideal team player by working in a team environment, recognizing the success of others, using good judgment and intuition in group dynamics, understanding the impact of words and actions, and being self-motivated.
4. Ability to detect fiscal and administrative problems and provide sound technical advice and recommendations.
5. Working, practical knowledge of Excel, Word, Outlook, PowerPoint, internet search and related office applications and products. Ability to learn agency fiscal software.
6. Ability to work with mathematical concepts directly applicable to the position.
7. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
8. Ability to write reports, business correspondence, and procedure manuals.
9. Ability to effectively present information and respond to questions from varied stakeholders.
10. Ability to listen to others objectively and maintain effective working relationships.

Performance Responsibilities:

- A. Budget Development and Control
 1. Works with agency administrator and department directors to develop the revenue and expenditure budgets.
 2. Review and analyze department budgets to assure compliance at least quarterly.
 3. Administers a budget development system for the agency.
 4. Prepares budget forms and solicits budget materials from departments.
 5. Maintain Chart of Accounts and General Ledger.
 6. Oversee quarterly billing of overhead charges to departments.
- B. Finance and Accounting
 1. Manages appropriate board policies and state and federal directives concerning finance and accounting.
 2. Attends and presents annual, monthly and quarterly budget updates to the Board of Control.
 3. Establishes and maintains an accurate and reliable accounting system in conformity with generally accepted accounting principles.
 4. Oversight of monthly operating statements and financial reports.
 5. Analyze and approve federal and state claims prepared by others within the agency.
 6. Entity administrator for CESA 10 for System of Award Management (SAM).
 7. Coordinate actuarial study.

- C. Cash Management
 1. Receives in cash (e.g. opens mail) and takes daily deposit to the bank.
 2. Manage funds in all agency bank accounts.
 3. Audits petty cash account.
 4. Recommend and manage agency investments in collaboration with the agency administrator.
 5. Assess and manage agency's credit risk.
- D. Fiscal Audit
 1. Prepare the books and work papers for the auditors.
 2. Make necessary journal entries between funds and projects.
 3. Work with the auditors while they are on site.
 4. Resolves audit findings and develops internal controls.
 5. Prepares Annual Report for DPI.
 6. Prepares Federal governmental financial reports.
- E. Inventory
 1. Interprets board policy and statues regarding purchasing.
 2. Recommends sale or tranfer of surplus materials and equipment.
 3. Manages the fixed asset inventory control system and ensures accurate maintenace of files.
 4. Computes depreciation and reviews write-offs or other adjustments.
- F. Purchasing
 1. Manages purchasing card program.
 2. Approves purchase orders.
 3. Authorizes disbursements.
- G. Agency Vehicles
 1. Manages appropriate board policies and state and federal rules related to agency vehicles.
 2. Coordinates the fleet management program.
 3. Recommends vehicle purchasing, leasing and licensing to the agency adminstrator and Board of Control.
- H. Business Services for School Districts
 1. Ability to create customized accounting services for school districts based on need.
 2. Collaobrate with the Executive Director of Opeartions and Payroll/Benefits Specialist to customize HR/payroll/benefit administration services for school districts.
- I. Coordinate the Business Manager/Bookkeeper Meetings (3 x year)
- J. Attend regional/state workshops/conferences
- K. Other duties as deemed necessary by the Executive Director of Operations or Agency Administrator

This is a full-time, salaried position. Starting salary is \$85,000 annually; negotiable based on qualifications and experience. An excellent benefit package will be provided which includes health insurance or cash-in-lieu benefits, dental/life/disability insurance, retirement health reimbursement arrangement benefit, retirement special pay benefit, Wisconsin Retirement System, 10 paid holidays, 12 sick days, 3 personal days, and 5 weeks of vacation. Transition expenses are negotiable. Other benefits include tuition reimbursement, free on-site annual health screening, free 24/7 access to telemedicine services.

PLEASE NOTE: TO BE CONSIDERED FOR THIS POSITION, ALL APPLICATIONS MUST BE SUBMITTED THROUGH [WECAN](https://wecan.wisc.edu/#/Employer/3592/Vacancies/1). The interview committee will begin screening applications on April 11.

<https://wecan.wisc.edu/#/Employer/3592/Vacancies/1>

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It is the policy of CESA #10 to afford equal opportunity for employment to all individuals regardless of age, race, religion, color, sex, national origin or ancestry, handicap, physical condition, developmental disability (as defined in S.51.01(5)), arrest or conviction received (in keeping with S.111.32), sexual orientation or marital status.