

**GLOUCESTER PUBLIC SCHOOLS**  
**Gloucester, Massachusetts**

**NOTICE OF POSITION VACANCY**

**DATE OF NOTICE:**            **August 11, 2022**

**POSITION:**                    **Finance Director**

**LOCATION:**                    **Gloucester Public Schools**

**BRIEF DESCRIPTION:**

The Gloucester Public Schools are looking for a problem solver, independent-minded, and team collaborator to manage the accounting, financial systems, and operations within the business office.

We are looking for someone who has excellent computer skills that can save time and provide clear accounting and financial reports. These reports include completing in a timely manner state and federal grant reporting requirements.

The Finance Director will be required to have the ability to develop and improve systems designed to control expenditures and safeguard funds. This position is also charged with managing and supervising the Payroll and Account Specialist positions.

The Finance Director troubleshoots and reconciles problems as they apply to the accounting, budgeting, and payroll processes. The Finance Director fills in for the Chief Financial Officer when he/she is not available.

The successful candidate will be one who values accuracy, shows initiative in taking on projects, and can manage the many details of a dynamic business department with a \$47 million dollar budget. Interpersonal skills in relating and communicating with a varied group of people and positions are required.

**ROLES AND RESPONSIBILITIES:**

- Manages position control for all staff positions held in the district, including job requisition forms for all open and new positions.
- Assists in managing the budget, which includes budget transfers and journal entries.
- Reviews and manages all revolving and special revenue accounts (e.g., Food Service, Athletic, Transportation, etc.).
- Monitors the balances/projections for personnel accounts and makes adjustments accordingly.

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- Assists with budget preparation, including the generation of budget books and updating the Business Office web page.
- Manages and reviews student activity accounts to be compliant with state laws and school committee policies.
- Reviews requests for student activity account payments and provides secondary approval.
- Prepares deposits for the City Treasury Department.
- Coordinates the completion of the School Department's End-of-Year Report for submission to the Department of Elementary and Secondary Education and prepares such other school financial reports as the Department of Elementary and Secondary Education may require.
- Supplies reports for Medicaid reimbursement.
- Researches and evaluates financial data for the district, City Hall inquiries, and other governmental agencies.
- Prepares reports for the Building and Finance Subcommittee.
- Acts as a backup to the Chief Financial Officer.
- Manages and oversees the responsibilities of the Payroll Specialist and the Accounts Specialist.
- Acts as backup to Payroll and Purchasing/Accounts Payable departments, as needed.
- Maintains confidentiality and effective working relationships with employees, school staff and members, city staff, and officials.
- Maintains working knowledge of all collective bargaining agreements and individual employment contracts, as they apply to payroll and benefits.
- Develops and implements policies and procedures related to effective accounting control and safeguarding of financial assets.
- Acts as the point of contact with all federal and state auditors.
- Assists in the training of staff in using the MUNIS system and Student Activity Accounts.
  
- **SKILLS, ABILITIES, COMPETENCIES:**
- Bachelor's Degree in Accounting, Business Administration, or related field, required.
- Advanced spreadsheet skills. Considerable knowledge of computer systems and computer applications (MUNIS) preferred.
- Minimum of two (2) years of progressive-related accounting experience in a public school district, non-profit organization, or government agency.
- Critical thinking skills and the ability to work independently.
- Effective interpersonal skills and good communication skills.
- Knowledge of various state and federal reporting requirements.
- Ability to write and speak clearly and informatively, listen, and seek clarification as needed.
- Ability to assume initiative and to accept responsibility for the completion of assignments in an accepted format that is accurate and in a timely manner.
- Proficiency in Google Workspace and Microsoft Office Suite.
- A can-do and will-do attitude: no task is too high level or too basic.

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- Ability to supervise and support staff in alignment with the goals and objectives of the Business Office and the School District.

**REPORTS TO:** Chief Financial Officer

**WORK YEAR:** 12-month position

**SALARY** Commensurate with experience

**APPLICATIONS WILL BE ACCEPTED UNTIL:** August 29, 2022, or until filled

**PHYSICAL DEMANDS:** Minimal physical effort is generally required to perform duties under typical department conditions. The employee will be required to frequently stand, walk, sit, speak, and hear. Vision requirements include the ability to read routine and complex documents and use a computer and office equipment. Must be able to lift 25 pounds.

**SUBMIT RESUME AND LETTER OF INTEREST TO:**

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