



POSITION DESCRIPTION

JOB TITLE: Director, Financial Services Job Class: 0702		
DATE	DEPARTMENT OR SCHOOL Finance	DIVISION Finance
BARGAINING UNIT: ASC - Cabinet		
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Provides financial management, direction and leadership in the areas of budgeting, general and school accounting, payroll and financial reporting. Formulates policies for fiscal and accounting matters and recommends best practices. Adheres to federal, state and local regulations and policies provided by the Milwaukee School Board of Directors.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Directs and oversees the finance department and total financial plan for the district through development of goals and objectives, establishment of priorities, review and approval of work products and implementation of best practices.
2. Oversees the development of the annual district budget process in accordance with the policies, spending and program priorities of the Milwaukee School Board of Directors. Publishes the annual budget.
3. Performs long range financial forecasting and planning and develops and recommends annual and long-term financial policies. Performs year-end financial projections to identify revenue and expenditure shortfalls and surpluses.
4. Directs the development and maintenance of the accounting, accounts payable and payroll processes of the district to ensure strong internal controls are implemented and maintained. Ensures effective and efficient recording of transactions, accurate and timely recording of information and compliance with generally accepted accounting principles (GAAP), state and federal laws and regulations and Board policies.
5. Initiates and directs management and fiscal studies, to include the analysis and impact of state legislative proposals, labor contract proposals and settlements and changes in GAAP.
6. Directs the preparation and issuance of internal and external financial reports and regulatory reports that are meaningful, accurate, timely and in accordance with applicable laws and regulations.

7. Participates on the district's strategic planning teams and efficiency and cost control teams.
8. Directs and coaches employees and the work flow and production assignments to ensure standards are maintained.
9. Manages personnel, to include work allocation, training, and problem resolution, evaluating performance and making recommendations for personnel actions according to the policies and procedures of MPS and direction provided by the Milwaukee Public School's Board of Directors.
10. Supports the Milwaukee Public Schools' strategic plan.
11. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Receives general direction from the Chief Financial and Operations Officer.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Oversees 5 direct reports and 50+ indirect.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a bachelor's degree with significant finance and accounting experience, preferably public sector accounting. A master's degree in business a related field or a CPA designation is preferred.

Experience Requirements

Six to ten years of successful experience in a public service accounting environment, with experience developing a comprehensive program budget.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills and efficiency as a financial leader. A strong working knowledge of computer applications to include MS Office software, the MPS Portal and numerous internal databases is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.