



## Taos Municipal School District

310 Camino De La Placita, Taos, NM 87571 | 757-758-5200

**JOB TITLE:** Director of Finance

**LOCATION:** District

**REPORTS TO:** Superintendent or Designee

**FLSA STATUS:** Exempt

**BARGAINING UNIT:** N/A (229 working days,  
7.5 hours per day)

### **SUPERVISION:**

The Director of Finance works with a high level of independence and professional discretion under the general supervision of the Superintendent or the designated school administrator. The Director of Finance's work is governed, controlled, and evaluated by acceptable professional practice, school and district policies and regulations, provisions of Taos Municipal Schools district policies and procedures, direction of the supervisor, and performance standards and expectations as set forth in the collective bargaining agreement. The Director of Finance directs the Finance Department staff.

### **MINIMUM QUALIFICATIONS:**

- Preferred:
  - Master's degree or CPA licensure and experience with school-based budgeting or similar experience in the industry.
  - 3 years' experience in School Finance.
- Minimum of a Bachelor's degree in a Finance-related field (s), demonstrated experience in school business management. Three to five years' experience preferred.
- School Business Officials License from the New Mexico Public Education Department, or have the ability to acquire the license upon hire.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.
- Ability to write routine and complex reports and correspondence.
- Ability to calculate figures and amounts such as discounts, interest, and percentages.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule.

### **DUTIES AND RESPONSIBILITIES**

**List may include, but is not limited to, the following:**

- Responsible for the fiscal and business management of the school district.
- Complies with the "Manual of Procedures for Uniform Accounting and Budgeting for New Mexico School Districts," as issued by Public School Accounting and Budgeting.
- Supervises the processing of all payrolls and related reports.
- Responsible for all school district purchasing and ensuring all contracting policies and procedures are adhered to.
- Assist the administrative team in proper financial protocols.



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- Responsible for the preparation of the annual school budget and serves as the chair of the budget committee as assigned by the Superintendent.
- Keeps the Superintendent apprised of all fiscal matters pertaining to the district.
- Provides leadership in developing improvements in the fiscal management of the school system, including budget methods, format, presentation, and internal audit.
- Responsible for the operation and management of accounting software.
- Required New Mexico Retirement Board reporting and insurance authority reporting.
- Overseeing unemployment and workers' compensation payouts and reporting.
- Shall be a member of the management negotiating team when negotiating with the union.
- Responsible for all the risk and benefits insurance programs of the district.
- Responsible for implementing a sound investment program and appropriate cost controls for all funds of the district.
- Responsible for all fixed assets and related inventory controls.
- Supervises and coordinates the year-end audit with the Independent Public Auditor.
- Complies with yearly financial and regulatory audits.
- Responsible for accounting and budgeting of all Capital Projects Funds and General Obligation Bonds (Debt Service Fund) for the district.
- Shall be entitled to all fringe benefits as accrued by all eleven-month employees.
- Performs miscellaneous job-related duties assigned by the Superintendent.

### **PHYSICAL AND ENVIRONMENTAL REQUIREMENTS OF THE POSITION:**

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, lift, carry, move about, hear, and speak. Employees may be required to perform extensive work at a computer terminal.
- The employee may occasionally lift and/or move 25-50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.*