

Iowa Association of School Boards

Job Description

Title: School Finance Director
Person in Position: Vacant
Reports To: Associate Executive Director, Government Relations and School Finance
FLSA Classification: Exempt
Employment Status: Regular Part-Time, 0.6 FTE

POSITION SUMMARY: Creates and delivers informational and educational resources for IASB members on school finance and fiscal stewardship. Supports IASB advocacy efforts on school funding with recommendations on public policy.

QUALIFICATIONS

1. Degree in math, business, finance, statistics, accounting, or equivalent experience.
2. Strong experience with Iowa school funding, school budgeting, financial management, and internal controls. Knowledge of GAAP principles for local governments preferred.
3. Strong technology aptitude and ability to use associated software and web-based applications.
4. Excellent written and oral communication skills with strong public speaking and presentation skills.
5. Strong organizational and project management skills with close attention to accuracy and detail.

ESSENTIAL FUNCTIONS

1. Develop member tools and resources on fiscal stewardship and financial management, including written overviews, tip sheets, and planning tools.
2. Create accurate reports and explanations in formats understandable to IASB staff, members, legislators, and other audiences.
3. Respond quickly and accurately to financial data and information requests, questions, planning, and communication from internal and external sources (*e.g., IASB members, IASB staff, legislators*).
4. Prepare timely statistical analysis of variations of the school finance formula suggested by IASB staff, members, governmental entities, other organizations, or self-developed.
5. Provide presentations/workshops at various IASB and Iowa Association of School Business Officials conferences and/or workshops, area superintendent meetings, legislative meetings, or other venues.
6. Support the coordination of the Iowa Superintendents Finance and Leadership Consortium (ISFLC) workshops, working effectively with contracted staff at UNI.
7. Plan, implement, and evaluate educational programming for IASB members, which may include webinars or other workshops appropriate to the needs of the members.
8. Coordinate and/or provide instruction at various IASB and Iowa Association of School Business Officials events.
9. Participate in public policy, state agency, or other committees involving school finance matters, as assigned.
10. Assist in assessing the effectiveness and usability of data collected and disseminated to IASB members.
11. Develop and maintain a strong working relationship with counterparts at the Department of Education, Department of Management, Department of Revenue, State Auditor, and Legislative Services Agency.
12. Maintain strong relationships and attend necessary meetings with, but not limited to: ASBO, IASBO spring/fall conferences, Safety Group Risk Management conference, regional SBO monthly meetings, DE Finance Round Table, and SBRC meetings.

13. In accordance with IASB style and procedures, prepare and provide clear, concise, accurate, and understandable written brochures, informational resources, correspondence, and provide verbal information to internal and external sources. (*e.g., IASB members, IASB staff, legislators.*)
14. In all functions, represent the interests of the association in a non-partisan, credible, collaborative manner.

CORE ORGANIZATIONAL FUNCTIONS

1. Project a positive, optimistic image to staff, IASB members, vendors, and others.
2. Show commitment to service by responding promptly, courteously, and accurately to requests from members, staff, or others.
3. Practice effective teamwork by contributing to the work of others and collaborating effectively.
4. Exhibit personal accountability and qualities of integrity, ethics, credibility, and a commitment to the association's mission.
5. Follow IASB policies and company procedures.
6. Support innovation and improvement by accepting new challenges, incorporating new learning, and participating in continuous improvement processes.
7. Perform other duties as assigned for the efficient and effective operation of IASB.

PHYSICAL REQUIREMENTS

1. Able to frequently walk and/or stand for extended periods.
2. Able to sit at and operate a computer for extended periods.
3. Able to occasionally lift and/or carry materials or equipment over 15 pounds.
4. Able to walk up and down stairs.
5. Able to drive a vehicle.

TERMS OF EMPLOYMENT

At will.

EVALUATION

Performance of this job will be evaluated in accordance with this job description and IASB's evaluation process.

IASB reserves the right to change this job description for the efficient and effective operation of this association