



**Human Resources**

501 North Dixon Street • Portland, OR 97227

Office: (503) 916-3544 • Fax: (503) 916-3107

Email: [hronline@pps.net](mailto:hronline@pps.net) • Website: [www.pps.net](http://www.pps.net)

---

## **Senior Director - Financial Operations & Services**

### **BASIC FUNCTION**

Under the administrative direction of the Chief Financial Officer, the Senior Director of Financial Operations & Services is responsible for participating in the development, oversight and integration of the organization's strategic financial plan. This includes directing and coordinating budget programs, directing operations and staff responsible for Accounts Payable, Accounts Receiving, Payroll, Accounting, Treasury, Controller, General Ledger, and Financial Systems. The Senior Director of Financial Operations & Services serves as a professional expert, regularly interacting, and with the ability to influence executive leaders and stakeholders.

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, direct, oversee and evaluate the work of professional and technical level staff in the Accounts Payable, Accounts Receiving, Payroll, Accounting, Treasury General Ledger, and Financial Systems departments; ensure generally accepted accounting principles are utilized to ensure compliance with GASB reporting requirements. “E”
- Lead the development, improvement, and implementation of financial systems, practices, internal controls, and objectives that align with the organization’s strategic plans and to ensure accuracy and efficiency; develop and maintain financial forecasts to guide strategic decision-making and resource allocation. “E”
- Provide financial leadership support through the annual budget development process; prepare and present recommendations regarding the annual and biennium impacts on district finances across several funds. “E”
- Ensure expenditures in relation to authorized budgets are monitored, analyzed and reported on; confer with authorized budget-holders and provide consultative support to all divisions of the District regarding issues that impact the District’s budget. “E”
- Ensure financial accounts, reports, and records are maintained and accurate; provide oversight and support for audits. “E”
- Identify and mitigate financial risks and ensure effective risk management strategies are in place. “E”
- Responsible for the accurate and timely compilation of statistical, fiscal, and program information for the formulation and administration of accounting, financial, and payroll practices. “E”
- Provide high-impact analysis and recommendations that will help the District operate more efficiently and deliver on its established goals and objectives while meeting compliance standards. “E”
- Demonstrate a commitment to the Portland Public Schools strategic plan and equity initiatives by developing a thorough knowledge and application of them; participating in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; modeling appropriate behaviors; developing, recommending and implementing improvements to business practices with awareness and understanding of their impact in a racially and culturally diverse community.

- Supervise the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions. “E”
- Participate and represent the District and/or lead meetings, workshops, seminars and in-services related to public agency budgeting and government financial services.
- Build relationships with peers in neighboring districts and at the State Department of Education in order to understand trends, policy analyses and any related insights.
- Maintain current knowledge of financial compliance, laws, regulations, and industry standards; evaluate new methods for applications within the department. “E”
- Perform related duties as assigned

*Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **KNOWLEDGE AND ABILITIES**

#### *Knowledge of:*

- Governmental audit requirements.
- Governmental Accounting Standards Board standards of state and local governmental account and financial reporting.
- Current technologies, accounting, statistical, financial, spreadsheet, and presentation software.
- Effective written and oral communication and presentation techniques.
- District organization, operations, policies, and objectives.
- Demonstrates flexibility and innovation when faced with ambiguity.
- The distinction between General and Bond dollars, awareness of Federal grants, and understanding impact of enrollment, attendance and per pupil expenditures.
- Strategic financial planning.
- Student and business records release and retention laws in PK-12 public schools, such as FERPA and Oregon Public Record laws.
- Techniques and principles of high-quality customer service.

#### *Ability to:*

- Map organizational and technical processes to eliminate redundancies and improve efficiencies.
- Provide technical expertise in financial service’s management operations, systems and applications.
- Perform general-to-highly complex accounting, auditing and analyses of a variety of financial accounts.
- Analyze accounting processes and identify practices and procedures that require correction or modification.
- Ensure a safe and secure working environment for assigned areas and staff.
- Provide internal consultation services.
- Establish and maintain effective working relationships.
- Develop financial spreadsheets and databases and use accounting, audit and analytical software.
- Build collaborative, coordinated, and supportive relationships.
- Work under pressure and meet deadlines.
- Analyze detailed financial data with strong attention to detail.

- Understand, interpret, apply and explain complex state and federal policy, law, regulation and court decisions applicable to school business and financial operations.
- Use a variety of technologies and software programs, such as Microsoft Office Suite, Google Suite, PeopleSoft, district payroll systems and other software programs.
- Prepare and present complex data in written and oral reports.
- Analyze data utilizing a variety of complex processes.
- Set and adapt to changing work priorities, while meeting deadlines and timelines.
- Advocate, model and implement Portland Public Schools' Racial Educational Equity Initiative and board policies.
- Model ethical behavior and communicate high expectations of ethical behavior to others.
- Maintain confidentiality of highly sensitive information.
- Act judiciously under pressure.
- Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE**

Education: Bachelor's degree from an accredited college or university, with a major in Accounting, Business Administration, or related field. A Master's degree in one of the identified majors is preferred.

- Seven (7) years of experience of accomplished work, developing, monitoring, analyzing and overseeing highly complex budgets in excess of \$50 million in a full-service public agency or in the private sector
- Four (4) years of supervising professional staff

Certification as a governmental budget administrator through GFOA, ASBO, AABPA, or CPA, or similar is strongly preferred.

Experience working in a unionized environment is preferred. Experience working in a richly diverse school district and or in a culturally & linguistically diverse environment and having respect for team and the communities we serve is highly desirable.

*Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.*

**Special Requirements:**

Work hours may include on- and off-campus evening and weekend activities and meetings and district, school and student functions.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Work is performed primarily in a standard office environment with frequent interruptions. Work hours may include on- and off-campus evening and weekend activities and meetings and district, school and student functions.

**Hazards:** Potential conflict situations.

**Physical Demands:** Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

**Remote Work Eligibility:** ad-hoc

---

FLSA: Exempt

Approval Date: August 2024

Bargaining Unit: Non Represented

Job Code(s): 1464

Salary Grade: SL100

Work Year(s): 260

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).*

*Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.*