

ADMINISTRATIVE JOB OPENING

BRIDGEPORT PUBLIC SCHOOLS

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Bridgeport, Connecticut 06604

Carole Covino PannoZZo

Executive Director of Human Resources
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EXECUTIVE DIRECTOR OF FINANCE AND BUSINESS SERVICES

Under the general direction of the Superintendent of Schools and the Chief of Staff the Executive Director of Finance and Business Services will supervise finance, budget including capital budget requests, accounting and reporting special funds fiscal management and reporting, accounts payable, procurement, revenue management, fringe benefits reporting, accounts receivable and payroll, food services, information technology, and transportation. The Executive Director will have broad responsibility for day-to-day financial activities, as well as goal-setting and oversight roles for a \$215 million plus budget. The Executive Director is charged with oversight of appropriate controls to ensure compliance with state and federal laws, regulations and reporting requirements.

RESPONSIBILITIES:

- Designs and implements the annual budget request process.
- Directs fund management, roster position control, payroll, accounts receivable, annual budget preparation and monitors the procurement of goods and services within the procedures established by the Superintendent and Board of Education.
- Oversees fiscal year-end closing process and the preparation of monthly and annual financial reports.
- Presents before the Board of Education, City Council, City Administration, and other groups in financial matters related to the school district.
- Supports the financial goals of the Superintendent of Schools and establishes and directs all short-term and long-range financial plans consistent with school system philosophy.
- Assures financial compliance with city, state, and federal laws and regulations.
- Assists and supports principals and other district managers in the budget development process and fund allocation process.
- Meets with parent and community groups and other interested parties to explain the structure of financial support to the city school system.
- Directs the preparation of reports to all funding sources and others upon request.
- Responsible for overseeing and recommending improvements in the fixed asset, student activity fund accounts and special revenue fund analysis and reconciliations.
- Oversees and reports on the third party reimbursable grants of the Board of Education to ensure that expenditures are aligned with existing budgets and up-to date revenue projections for the aforementioned departments under the Executive Director's supervision.
- Participates in the conversion, and implementation of financial systems.
- Performs other duties as directed by the Chief of Staff and the Superintendent of Schools.

REQUIREMENTS:

- Knowledge of principles and practices of accounting, finance and public administration.
- Demonstrated knowledge of state and federal laws and regulations which concern school business administration, educational finance and grant management.
- Demonstrated experience in employee/contractual negotiations.
- Demonstrated experience and best practices in the implementation of new financial systems.
- Superior communication, interpersonal, leadership and organizational skills.

EXPERIENCE AND TRAINING

The Director of Business shall have a minimum of five years experience in employment in progressively responsible management/administrative positions including direct supervisory capacity in finance and/or business operations and a minimum of a Bachelor's degree from a recognized college or university in finance, business administration or accounting. (Master's of Business Administration or advanced degree is preferred).

The salary range is for this position \$115,000 to \$120,000 depending on experience, in addition to a comprehensive benefit plan. If interested in applying, please send a letter of intent, resume and official transcripts to the Office of Human Resources. This position will remain open for application until filled.

"The Bridgeport Board of Education is an Affirmative Action/Equal Opportunity Employer."