

## **EMPLOYMENT NOTICE**

**April 21 2025**

**STAFF VACANCY:** Director of Business Operations  
Great Falls Public Schools, Great Falls, Montana

### **PURPOSE STATEMENT:**

The Director of Business Operations reports to and is under the direct supervision of the Superintendent and is also the Clerk of the Board. The Director of Business Operations will implement the strategic objectives of Great Falls Public Schools through short and long range planning. This position is responsible for planning, directing and integrating the broad and comprehensive financial services, to include business and facility operations, of Great Falls Public Schools (GFPS) to ensure that GFPS derives maximum educational dividends from prudent management of District funds. The Director of Business Operations plans, organizes, coordinates, presents and implements activities related to the District's multi-million dollar budget, assets, debt management, accounting, grants, procurement, distribution, warehouse, food service and risk management.

**MAJOR RESPONSIBILITIES:** As the chief fiscal officer (CFO) for the District, the Director:

- Develops financial plans and resultant budget to ensure funding of the District's educational program
- Develops financial plans to ensure funding of significant fixed assets, capital improvements and services which require long-range investment strategies.
- Analyzes proposed and enacted legislation in terms of short and long-range impact on the District's financial condition.
- Directs and participates in the formulation and implementation of applicable finance policies, ensuring adherence to generally accepted accounting practices and principles of governmental accounting, Board policy, and state and federal statutes
- Safeguards the District's assets through implementation of adequate internal controls and ensures adequate accounting records to document compliance with local, state, and federal laws and ordinances.
- Reviews accounting data to assure conformance with revenue expectations and expenditure plans, makes fiscal projections, validates long-range financial assumptions, and establishes funding needs.
- Investigates cost effective strategies with the goal of maximizing resources.
- Establishes and oversees transparent, fiscally prudent and effective processes for the selection of vendors and contractors via Request for Proposal (RFP) and/or other means.
- Informs the Executive Cabinet and Board of Trustees of the business operations of the District.
- Directs departments in conjunction with the five (5) supervisors of these departments:
  - Business Office (payroll, purchasing, accounts payable, etc.)
  - Buildings and Grounds
  - Transportation and Risk Management
  - Food Service and Warehouse
  - Central Reception and Print Shop
- Directly and through subordinates supervises professional and technical employees; establishes criteria for acceptable work behavior and performance; evaluates work of subordinates by comparing work quality to performance standards; coaches and counsels employees to encourage exceptional performance and improvement in areas of individual weakness.
- Oversees the management and coordination of fiscal reporting including, but not limited to: revenue/expense and balance sheet reports, financial status tracking, reports to funding agencies, development and monitoring of contract/grant budgets.
- Serves as Clerk of the Board.
- Assists outside auditors in completion of the annual financial audit.
- Creates opportunities for public input and involvement.

- Participates in professional organizations that enhance education and technical expertise.
- Performs such other duties as may be required by the Superintendent of Schools.

**JOB REQUIREMENTS:**

- Advise the trustees on financial and operational constraints as outlined by law. • Serve as a member of the administrative team, working closely with the district superintendent and other administrative staff to align the educational goals and financial stability of the district.
- Assist the trustees in ensuring all district policies comply with local, state, and federal laws;
- Attend trustees' meetings and ensure that a permanent record is maintained as required by law, and, if unable to attend, ensure a qualified designee maintains an accurate permanent record.
- Act as the custodian of all documents, records, and reports of the trustees, including the trustees' report required under 20-9-213 M.C.A.
- Maintain accurate and detailed accounting records of all financial transactions of the district, serving as a liaison during any financial and labor audits, as required; and
- Serve as the election administrator for the district unless the county administers an election at the request of the district."
- Knowledge of theory, principles, practices and techniques of public administration including budgeting, financial planning and management, school finance law, procurement law, and risk management processes.
- Demonstrated ability to be a creative, goal-oriented, strategic thinker with a collaborative, pro-active attitude.
- Ability to write well
- Demonstrated ability to build relationships with others to include the facilitation of large and small group processes
- Demonstrated ability to work with business, community, and public entities
- Strong written, verbal, and interpersonal communication skills
- Demonstrated ability to develop effective and legal documentation, contracts, Requests for Proposal, etc.
- Demonstrated strong organizational and project management skills with the ability to function independently
- Ability to effectively use software and programs standard to the position.
- Knowledge of the basic practices of confidentiality to include knowing the difference between private and public information.
- Understanding public schools, the link with the Great Falls community, and the internal and external communication needs
- Ability to promote and follow policy and procedure

**MINIMUM QUALIFICATIONS:** Bachelor’s Degree or higher in accounting, business, economics, finance, public administration or closely related field; or demonstrated equivalent experience  
 Five (5) or more years of progressively responsible leadership experience in and/or familiarity with school finance and business

**PREFERRED QUALIFICATIONS:**  
 Master’s degree in accounting, business, economics, finance, public administration or closely related field  
 Certified Public Accounting (CPA) certification, Certified Government Financial Manager (CGFM) or equivalent  
 Significant experience managing in a public school setting

**EMPLOYMENT:** Districtwide  
 12 Month, Full-Time, Contracted

**SALARY:** \$126,257 to \$132,000 depending on qualifications and experience  
 Extensive Benefits

**CLOSING DATE:** Sunday, May 4, 2025

**APPLICATION DETAILS:**

A District Professional **Application** with **cover letter, resume, transcript** of all education credits to date and four (4) **letters of recommendation** must be **received in the Frontline Application System (available at [www.gfps.k12.mt.us](http://www.gfps.k12.mt.us))** by the closing date.

Additionally, applicants should include a **written response to questions** provided with the application.

Lastly, applicants may submit **samples** of their own work that exemplify the responsibilities and requirements of this position.