

Are you a strategic thinker with a passion for public education and financial stewardship? Do you thrive in environments where your expertise directly impacts students, educators, and the broader community? If so, we invite you to apply for the role of Director of Finance with HPS!

As Director of Finance, you will serve as a key member of the district's cabinet team, overseeing all financial operations including budgeting, forecasting, payroll, procurement, and compliance. You'll help shape the district's fiscal strategy to ensure resources are maximized in support of student achievement and equity.

Some of what you will do:

- Responsible for the operation of all financial related aspects of the school district's multi-million operations budget including capital assets, revenue, tuition, and student extracurriculars.
- Oversees the day-to-day management of the accounting, payroll, print/warehouse staff.
- Preparation and management of various financial reports and processes including annual budgets, capital planning, Trustee reports, Comprehensive Annual Financial Report, OPI required reports, district procurement, contract, bidding, and risk and insurance programs.
- Ensure compliance with governmental accounting practices, generally accepted accounting principles, IRS, state and other regulatory requirements, inventory control, and district policies.
- Assessment, monitoring and improvement of district operations and programs in relation to financial impacts, projections, alternatives, and policy.
- Liaison for federal and state grant financial administration, with district auditor, County Clerk and Recorder and Treasurer, and with other state and local officials.
- Advise the Board of Trustees on financial and operational constraints as outlined by law.
- Manages district's risk and insurance programs (property, liability, vehicle and students)
- Development and monitoring of system of internal control. Investigation and correction for procedural errors of violations of internal control, state or federal regulations or laws related to finance.
- Management of district financial, HRIS computer software and hardware systems, to include software, applications, employee access, and overall operations, in partnership with

Who we are looking for:

- Bachelor's degree in accounting, finance, business or related field; and
- Five or more years of progressively responsible leadership experience in and/or familiarity with school finance or an equivalent combination of education and experience as determined by the District.
- Extensive knowledge in governmental accounting, purchasing, and Montana school finance and regulations.
- Proficient with Microsoft Office products and accounting systems including Tyler Technologies software.
- Demonstrated experience in leading, developing, and growing teams.
- Skilled in public speaking and delivering presentations to both small and large audiences, with a strong ability to engage, interact, and build meaningful connections with the community and public.
- CPA or a master's degree in accounting, public administration or business finance desired.

How to Apply

Complete the online application (hpsjob.com) and include a cover letter and resume. In addition, as part of the application process, please provide a video of three minutes or less in which you respond to the following:

- Why do you want to be the Helena Public Schools Director of Finance?
- How do you see this role supporting the students and staff at Helena Public Schools?
- What makes you a good candidate to serve in this capacity?

You might include highlights of your experience, education, or other relevant details.

The video should be in .mp4 format, and should be no larger than 1GB in size and sent to rmedley@helenaschools.org

This position will serve a 260-day contract.

Annual salary starts at \$129,412.50 per year depending on experience and a [comprehensive benefit package](#).

The first screening will occur on October 6, 2025.

Question? Email humanresources@helenaschools.org

Important Notes

- This recruitment may also be used to fill additional positions per business needs.
- The hiring authority reserves the right to offer the position at any time during the recruitment process. It is to the applicant's advantage to apply as early as possible.
- Prior to employment, you must successfully complete the appropriate background check required for employment.

The Helena School District is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, marital status, national origin, genetics, disability, age, or veteran status. Persons with a disability who need assistance in the application process or those needing this announcement in an alternate format may email recruit@helenaschools.org or call (406) 324-2010. TTY users should first call 711 to access the [Traditional Relay Service from Montana Relay](#).