

Job Posting: Director of Financial Management Services

Location: Cazenovia Central School District, 31 Emory Ave, Cazenovia NY 13035

Are you an experienced and dynamic leader in school business management? Cazenovia Central School District is seeking a highly skilled Director of Financial Management Services to oversee critical financial, operational, and administrative functions. This professional position requires expertise in budgeting, accounting, purchasing, and strategic financial planning, as well as personnel management and supervision, with a commitment to supporting the educational mission of the district.

Key Responsibilities Include:

- **Financial Stewardship:** Leading all aspects of budgeting, accounting, and financial reporting in compliance with State and Federal requirements.
- **Strategic Planning:** Developing long and short-term financial plans, managing investments, and overseeing debt service.
- **Operational Oversight:** Directing purchasing, district risk management oversight, inventory control, as well as of District facilities, maintenance, safety, food services, and transportation operations.
- **Team Leadership:** Supervising business office staff and other supervisory personnel across various departments.
- **Communication & Collaboration:** Presenting financial information to the Board and community, and collaborating with internal and external stakeholders.
- **High Visibility:** The successful candidate will be engaged in district operations and connect with the school community often.

Qualifications:

- Thorough knowledge of accounting methods, budgetary procedures, insurance programs and benefit management, and debt/investment management.
- Strong understanding of business administration procedures and data processing systems.
- Proven ability to plan, coordinate, and prioritize work effectively.
- Excellent oral and written communication skills, with the ability to interpret financial reports and develop clear fiscal plans.
- Experience in human and public relations.
- Experience in the management and oversight of various districtwide operations and programs.
- Demonstrated good judgment, thoroughness, and dependability.
- SDBL/SDL required

Why Join Cazenovia Central School District?

Join a dedicated team committed to providing exceptional educational experiences. This is an opportunity to make a significant impact on students and our district's financial health and operational efficiency.

To Apply:

Submit your application on OLAS and email Emily Ayres your letter of interest and resume at edayres@caz.cnyric.org.

Application Deadline: September 15th, 2025

Start Date: On or about March 1st, 2026

Job Description: Director of Financial Management Services

I. General Duties

This is a professional business management position responsible for the supervision and performance of assigned functions including budgeting, purchasing, accounting, and reporting. Activities are performed in accordance with school district policies under the direction of the superintendent. Direct supervision is exercised over the work of business office staff. Supervisory oversight of various District operations and personnel. Does related work as required.

II. Typical Work Activities

A. Accounting & Reporting

- Oversees accounting records and procedures conforming to district policy, State, and Federal requirements.
- Oversees procedures for encumbrance, expense accounting, and distribution of revenues in proper fund accounts.
- Supervises the collection of revenues by establishing procedures for the district tax collector, treasurer, and assigned personnel.
- Oversees fund transfers between accounts to cover unanticipated expenditures.
- Develops and supervises the maintenance and control of property classification.
- Supervises the maintenance of grant accounts to make required reports to funding agencies.
- Prepares and submits periodic financial reports to appropriate Federal and State authorities.
- Prepares a variety of special reports on district operations at the request of the Board, Superintendent, State, and Federal agencies.

- Studies financial transactions to prepare cost analysis reports for the Board.
- Provides information and staff assistance to the district treasurer for the preparation of the annual financial report for the State Education Department and for public inspection.

B. Budgeting

- Reviews and consolidates all budget requests and revenue sources to prepare and develop the budget document.
- Explains tentative budget to School Board and community groups, including development of budget brochures and PowerPoint presentations.
- Upon notification of an actual or potential change in resources or appropriations, evaluates current or planned district activities and recommends budget cuts or supplementary budget amounts to the Board and/or taxpayers.

C. Financial Planning

- Prepares long and short-term financial plans for use by administrators and the Board, considering educational needs, population projections, plant development plans, staffing needs, and revenue projections.
- Oversees monthly cash flow statements to aid in determining cash available for investment and/or borrowing needs.
- Supervises the determination of sources for current temporary borrowing and obtains best interest rates based on repayment conditions and potential for reinvestment of borrowed funds.
- Determines best available investment instruments and obtains quotations on interest rates considering investment amount, time of investment, and prevailing interest rates.
- Establishes an annual calendar of payments on loans to assure availability of funds to meet debt service requirements.
- Provides fiscal, statistical, and business management information in support of State and Federal grants.
- Monitors and maintains a working knowledge of changes to federal and state laws and regulations that impact public school district operations and programs.

D. Purchasing and Inventory Control

- Directs purchasing and accounts payable staff who write specifications based on requests for supplies, services, and equipment, and consult with users to assure correct vendor delivery of bid and non-bid items.
- Determines needs for formal bidding, purchases through State contract sources exempt from bidding law, and those obtainable by direct purchase.
- Directs the issuance of purchase orders to vendors.
- Assures conformance with specifications by establishing inspection, receipt, and reporting procedures for delivery from vendors.
- Uses a file of State contracts and other sources exempt from bidding law to obtain supplies and equipment best available through these sources.

- Places bid advertising in accordance with law and opens and analyzes bids to determine low bidder conformance to specifications, recommending bid award to the Board.
- May establish a calendar of purchasing activities to assure timely ordering and delivery of goods.
- May interview vendors to discuss product lines, quality levels, and products available.
- May establish storage locations and procedures for distribution control of equipment and supplies.

E. Facilities Operations, Maintenance and Safety

- Directs, through supervisory staff, district facilities operations and maintenance programs.
- Maintains communication links with suppliers of plant services and materials to develop current information for decision-making on purchasing and product utilization.
- Schedules, reviews, and participates in periodic staff inspections of district facilities to determine needed improvements, replacements, and correction of safety hazards.
- Chairs the Health, Safety and Wellness Committee.
- Works with insurance carriers, fire, and law enforcement committees.

F. Data Processing for Accounting and Management

- Supervises daily activities of computer operations in the production of payrolls, accounting data, and administrative records.
- Reviews and revises computer-based programs to improve efficiency in all aspects of direct operations.
- Establishes data processing policies to include software, hardware, and security standards.

G. Insurance Management

- Develops the district risk management program based on evaluation of exposures and makes recommendations to the Board.
- Periodically audits insurance coverage against inventories, appraisals, liabilities, and replacement costs.
- May establish an insurance program calendar to assure timely review, renewal, revision, or cancellation.

H. Food Service

- Directs the school food service system, including coordination of fiscal management and reporting functions of the food service program through the establishment of a system of controls to assure compliance with Federal, State, and Board requirements.

I. Transportation

- Oversees the school transportation system through supervisory staff and ensures that its operations comply with Federal and State regulations.

III. Full Performance Knowledges, Skills, Abilities, and Personal Characteristics

- Thorough knowledge of accounting methods and budgetary procedures.
- Thorough knowledge of the techniques of monitoring expenditure of funds.
- Thorough knowledge of debt and investment management.
- Good knowledge of business administration procedures.
- Good knowledge of general liability and health insurance programs and benefit management.
- Good knowledge of the logic and operations of electronic computers, their capabilities and limitations.
- Good knowledge of the use and application of electronic data processing systems, including presentation, financial, word processing, and communication software and hardware.
- Good knowledge of the techniques of solving financial problems.
- Good knowledge of the principles of cost analysis.
- Working knowledge of the principles of purchasing and inventory practices.
- Ability to plan and coordinate the work of others.
- Ability to readily acquire familiarity with laws, regulations, and policies.
- Ability to identify and set priorities.
- Ability to communicate effectively both orally and in writing.
- Ability to interpret financial reports.
- Skill in organizing and consolidating narrative and tabular information in a clear, logical, fiscal plan.
- Skill in human and public relations.
- Good judgment.
- Thoroughness.
- Dependability.
- Honesty and integrity