**Position Title:**

Director of Finance

**Reports To:**

Chief of Federal Programs

**Location:**

Achievement Schools - Central Office

Memphis, Tennessee

**About the Achievement School District:**

In January 2010, Tennessee passed the First to the Top Act, a sweeping reform of the state’s education policy that was the cornerstone of its successful Race to the Top application. The Act created the Achievement School District (ASD), a state-run education authority with the power to directly run eligible schools and to authorize charter management organizations to operate schools. The ASD was charged with enacting bold reforms to drive transformational results for students zoned to attend or attending Priority schools. In doing so, the ASD acts as an operator of schools (the directly managed “Achievement Schools” clustered in the Frayser neighborhood in Memphis), authorizes non-profit partners, and works as a catalyst for state-wide school improvement through increased focus on Priority schools and improved student outcomes. The vision of the ASD is for all students in Priority schools to be prepared for success in education, career, and citizenship after high school. In support of this vision, our mission is to fight for justice for Priority school students by committing to excellence, equity, and community in their schools and lives.

**Position Overview:**

This position supports the Achievement School District in administering the fiscal responsibilities of state, federal and local funding. The Director of Finance will provide financial leadership for the District and administer the business and financial affairs of the school district in such a way as to provide the best possible educational services with the financial resources available. The Director of Finance will be responsible for the budgeting, accounting, reporting, and control procedures for all the funds maintained by the District. The Director of Finance will serve in a District leadership role and should demonstrate a collaborative, customer service orientation geared toward the improvement of educational outcomes for all students. The Finance Director is responsible for the oversight of the following across all ASD schools: budgeting and reporting, grants fiscal management and Basic Education Program management, and accounting and oversight. Responsibilities includes: overseeing the district’s fiscal processes, ensuring compliance with state and federal financial requirements, providing technical assistance to schools, and communicating with schools and charter operators on an ongoing basis. This position will report to the ASD Chief of Federal Programs.

**Specific Position Responsibilities:**

* Supervise and manage the financial affairs of the District
* Assumes responsibility for budget development and long-range financial planning, including budgetary control for the District
* Supervise all district accounting operations
* Supervise the collection, management and distribution of District funds
* Administer a budget control system for the District including coordination, processing and controlling the transfer of budgeted funds
* Establishes procedures sufficient to assure compliance with financial laws, regulations, and requirements and to assure adherence to generally accepted accounting principles (GAAP) and standard business practices.
* Establishes procedures to assure timely reconciliation of bank accounts
* Responsible for the receipt and expenditure of District funds
* Responsible for the submission of district financial reports required by federal, state, and local governmental entities
* Oversee the maintenance of the general, revenue and appropriation ledgers
* Stay up to date on changing state and federal regulations fiscal management of grant funds
* Serve as financial adviser to the District
* Attend relevant professional development to increase understanding of financial compliance requirements (ESEA Director Conference, Brunstein & Manasevit, etc.)
* Collaborate with F& A and Tennessee Department of Education Accounting staff
* Develop and deliver professional development/training to schools
* Establish and maintain productive working relationships with ASD staff, charter operators, and other stakeholders.
* Prepare weekly updates for Chief of Federal Programs (Monday 9 a.m.) – summarizing key work deliverables from the prior week, planning for upcoming week, and areas where assistance is needed
* Other duties as assigned

**Knowledge and Skills Required:**

* Ability to compose clear, concise sentences and paragraphs
* Ability to use correct grammar, sentence structure and spelling
* Ability to work independently and make work-related decisions
* Ability to exercise good judgment in prioritizing tasks
* Ability to communicate effectively at all organizational levels
* Ability to use computer technology efficiently including Word, PowerPoint, and Excel software applications

**Qualifications:**

* Bachelor’s degree in business/accounting (Prefer Master’s in Business Administration); Experience in accounting procedures and budget oversight of K-12 schools or public/municipal financial operations or equivalent experience in corporate setting; Experience with computerized financial management systems; Experience in coordinating an internal audit process; Experience in monitoring federal grants and/or special projects; Ability to develop systems that improve work flow and insure accuracy in reporting; Minimum of 3 years relevant experience

**Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](http://www.tn.gov/hr/topic/benefits) is included.

**To Apply:**

Please e-mail a cover letter and resume to Lindsey Osborne, lindsey.osborne@tnasd.org.

*Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*