



## Our District

As a community, we collectively commit to honoring and nurturing the unique skills, talents and passions of every student. We provide a welcoming and respectful environment where students flourish and forge a life-long love of learning through relevant, engaging learning experiences. We empower our students to find purpose and contribute to a more just and equitable world.

### We believe...

- in every child
- everyone has the potential and the right to lead a meaningful and productive life
- all students can learn at high levels when provided with engaging learning opportunities that both support and challenge them
- social and emotional health is as important as academic performance
- diversity is essential to a vibrant community.
- strong, supportive relationships are the foundation of all that we do
- empathy and critical thinking skills are essential for citizenship in a diverse and connected world
- in becoming an anti-racist, inclusive organization that eliminates educational disparities and challenges traditional practices and norms
- our families and community are our partners in the success of each child



## Our Community

- Bainbridge Island is a beautiful 28-square-mile island located eight miles across the Puget Sound from Seattle.
- Approximately 23,000 people call Bainbridge home.
- The island community places a very high value on the quality of the public school system.

## Our District Improvement Plan



### Goal 1 - Teaching and Learning

All students will engage in learning experiences that empower them to become productive citizens of a diverse society who are committed to social and environmental justice.

### Goal 2 - Equity, Anti-Racism, Inclusion, Diversity & Justice

BISD will ensure our students feel honored, welcomed, respected, and connected. We are committed to embracing and honoring our island's diversity and creating a vibrant and inclusive community. We will engage our community in becoming an anti-racist organization ensuring equitable access to learning, opportunities, and resources for all students.

### Goal 3 - Health, Well-Being, & Safety

BISD will focus on and develop students' social and emotional skills to lead positive and healthy lives with strong connections, a feeling of belonging, and a sense of hope throughout their time in the school district.

[\*Click here to read the entire District Improvement Plan.\*](#)

# Director of Business & Financial Services @ BSD



## Job Functions

*The Director of Business and Financial Services is the **senior district leader responsible for all district financial systems and data, reporting, record keeping, and forecasting.** The primary purpose of this position is to lead, direct and supervise financial functions of the district. The Director of Business and Financial Services will provide timely, accurate, and instructive data and information to district personnel, the school board, district leaders, and the public. **This position leads budget planning, monitoring, and forecasting in a manner that is understood and trusted by all district staff and stakeholders.***

### GENERAL

- Provide the overall coordination of the development and maintenance of the district's finances to ensure that the district remains financially sound and remains a compliant steward of resources
- Provide leadership, management, and supervision of the Business and Financial Services department to ensure a high-performing organization that supports the educational mission of the district
- Implement sound accounting practices, including financial reporting, federal accounting, construction accounting, debt-service administration and internal accounts compliance

### BUDGET

- Direct the development process of the budget, in alignment with the district improvement plan, with major responsibility for the final preparation of the annual budgets for all funds (General, Associated Student Body (ASB), Transportation Vehicle, Debt Service, Capital)
- Organize budget input committees and facilitate communications and development of funding priorities. This may include structuring citizen groups to provide community input on levy and bond initiatives and working with bonding consultants in developing financing alternatives

### REPORTING

- Prepare budget status reports and other reports for the board, principals, directors, and supervisors and provide clear interpretation of financial conditions and trends
- Maintain a cost accounting system that will give an accurate and easily understood picture of costs such as by school, by support function and by academic area

### FORECASTING

- Analyze various approaches for enrollment and personnel projections; forecast anticipated revenue by source and expenditures by program or other relevant category; identify various methods for budget analysis and management
- Partner with Human Resources to generate district-wide and school staffing allocations

*See next page for additional functions, qualifications & qualities*

- Responsible for the budgetary control of all personnel positions, hours and amounts, as well as all non-personnel expenditures, which include purchased services, supplies, equipment, and miscellaneous expenditures
- Provide oversight and reporting of budget and expenditures relating to personnel positions, hours and amounts, as well as all non-personnel expenditures which include purchased services, supplies, equipment, and miscellaneous expenditures
- Manage the District's insurance policies and risk management and loss control programs
- Supervise and coordinate district staff to support compliance with federal, state, and risk management audits and conduct internal reviews as required to ensure standards are met
- Supervise and coordinate a program of investments, cash flow, and prudent borrowing
- Supervise disbursements of school district funds in accordance with state laws and procedures
- Draft and/or update board policies and administrative procedures in areas of responsibility
- Review legal requirements for budget adoption and provide reports that assure compliance with federal and state rules and regulations
- Review and analyze accounting and cash management procedures for compliance with various internal and external regulations and policies

### Minimum Qualifications

- Bachelor's degree in finance, accounting, business administration or a closely related field
- Three (3) years of experience in business and/or equivalent experience, preferably in a public agency

### Preferred Qualifications

- Master's degree: MBA or MPA equivalent
- School and/or business leadership experience
- Knowledge of Washington state school funding issues
- Professional certification through the Washington Association of School Business Officials (WASBO), Association of School Business Officials International (ASBO) or other similar organizations

### Terms of Employment

- As a district administrative position, growth opportunities may be available regarding the title, compensation, and scope of this role based on time, performance, and results in the role. Any changes are subject to the discretion of the Superintendent and BISD Board of Directors.
- Contract: 260 days, including 12 paid holidays and 25 vacation days
- Salary: \$160,852
- Full benefit package available
- Retirement - SERS eligible

### Selection Schedule

**Position Opens:** February 6, 2024

**Closing Date:** 5 p.m. on March 3, 2024

**Interviews:** During the week of March 11, 2024

*Schedule subject to change or extension*

### Personal & Professional Qualities

- Demonstrated commitment towards diversity, equity, inclusion and anti-racism with a focus on leading for equity in this role
- Demonstrated ability to produce major reports and make effective presentations
- Demonstrated ability to be a strong, respected member of district senior leadership
- Demonstrated ability to organize and lead groups in cooperative efforts toward specific objectives
- Demonstrated skills in working effectively with others both as a team player and as a leader
- Demonstrated knowledge of issues and effective business practices in the areas of finance, budgeting, accounting, purchasing and budget management
- Advanced level of communication skills, with the ability to utilize appropriate skills for effective conflict resolution
- Exceptional professional ethics and demonstrated ability to exercise sound judgment, including appropriate handling of all confidential matters
- Ability to organize self and others, set priorities, and work effectively under pressure

### Application Process

Apply online at [www.bisd303.org](http://www.bisd303.org).

Applications must include:

- Completed online application, including an attached resume and three confidential electronic reference forms (one from a current or most recent supervisor)
- Cover letter addressing how your experience, skills and interests align with this position



# **BAINBRIDGE ISLAND**

SCHOOL DISTRICT No. 303

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**STRONG MINDS, STRONG HEARTS,  
STRONG COMMUNITY**

***Bainbridge Island School District is an Equal Opportunity Employer.***

*Bainbridge Island School District does not discriminate in any programs or activities on the basis based of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal, and provides equal access to the Boy Scouts and other designated youth groups. For questions, please contact Civil Rights Coordinator, Kristen Haizlip at [khaizlip@bisd303.org](mailto:khaizlip@bisd303.org) or at (206) 780-1058.*