



Employment Announcement

Director of Finance

January 3, 2020 – January 17, 2020

JOB TITLE: Director of Finance

DEPARTMENT: Finance Department

CAMPUS: Franklin Road & South Penn

JOB #: 20-23

SALARY COMPENSATION PACKAGE: \$105,310 - \$115,940 annually

WORK PERIOD: Monday through Friday, 8:00am – 5:00 pm

BENEFITS: Full-Time

Mission, Vision, and Core Values: Supports Moore Norman's mission, vision and core values through modeling the expectation of the district by leading, guiding, and directing the staff in setting and achieving the highest standards of excellence, while providing leadership in developing and maintaining the best possible programs and services. Builds **relationships** by creating a collaborative environment with students, parents, teachers, clients, and staff through communicating regularly, thoughtfully and positively; demonstrates **integrity** by performing the job duties to the best of your ability; and exhibits **excellence** through innovative ways to improve the quality of education and services, the organization and its processes.

Job Objective: Supervises and coordinates all fiscal operations of Moore Norman Technology Center

Education: Master's degree preferred; Bachelor's Degree in Business or Education acceptable with the requirement to achieve a Master's degree

Credentials: Must be able to be bonded
Must complete the continuing education hours required for a Treasurer

Special Knowledge, Skill, or Ability:

- Thorough and current knowledge and understanding of accounting principles
- Thorough and current knowledge and understanding of Oklahoma state statutes and regulations pertaining to school accounting and fiscal operations
- High level of familiarity with and appreciation for career and technology education
- Ability to manage fiscal resources responsibly while maintaining proper accountability and controls
- Strong leadership skills
- Ability to collaborate with other staff members and community leaders to accomplish the objectives and goals of the district
- Excellent written and oral communication skills
- Intermediate to advanced business and computer technology and electronic communication skills
- Character that demonstrates a strong sense of ethics and values

Experience: Minimum of five years of experience in technical education, business management, accounting, or a combination thereof. At least three of those years must be experience at an administrator level.

Applications will be accepted in the Human Resources Department, located at 4701 12th Avenue NW, Norman, OK 73069, in Room A204. Please submit applications for the above referenced position between **3:30 p.m. January 3, 2020 and 3:30 p.m. January 17, 2020**. For your convenience, you may also apply on-line at www.mntc.edu, or fax your application to 405-217-8271.

EQUAL OPPORTUNITY EMPLOYER

There will be no discrimination in the technology center because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the technology center's non-discrimination policy: MNTC's Human Resources Director (for employees) and the Educational Services Director (for students). Inquiries concerning application of this policy may be made by calling 405.364.5763 or by visiting the Franklin Road Campus at 4701 12th Avenue NW, Norman, Oklahoma 73069