

**TITLE** **Director, Finance**

**EOE STATEMENT** We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

**DESCRIPTION** **Job Title:** Director, Finance/Encumbrance Clerk

Grade: Exempt, Professional/District Leadership, Grade 1

Location; Business Conference Center

**Salary Structure:** \$66,000/annually + experience add-on

Generous benefits including \$779 per month allowance toward medical and other insurance, district paid retirement into the Oklahoma Teacher's Retirement System and tuition enhancement program

**General Job Description:**

Metro Technology Centers is accepting applications for a **Director, Finance/Encumbrance Clerk** responsible for the oversight of the budgetary, accounts payable, activity fund, bursar duties, and other financial and internal control systems of the District. Powers and duties as may be prescribed by the Chief Officer, Finance, including direct or delegated supervision of the Finance Department.

**POSITION REQUIREMENTS** **Minimum Requirements:**

- Bachelor's degree with a specialization in accounting or business administration
- A minimum of five (5) years' experience in public school finance
- Supervisory experience preferred.

Applications will be accepted online at [www.metrotech.edu/jobline](http://www.metrotech.edu/jobline) or at Human resources Department at 1900 Springlake Drive, Oklahoma City, OK 73111-5217. **Position open until filled.**

Phone: (405) 424-8324. Fax: (405) 424-6411 AA/EOE. M/F/D/V.

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*Metro Technology Centers believes in the worth of all individuals and is committed to equal opportunity for each employee, student or any person visiting a District campus. Metro Technology Centers does not discriminate on the basis of race, color, national origin, sex/gender, age, marital or veteran status, religion, pregnancy, or genetic information or disability in recruitment, hiring, placement, assignment to work tasks, hours of employment, levels of responsibility, and pay.*

**ABOUT THE ORGANIZATION**

Metro Technology Centers is a career and technology education district with five campuses serving the greater Oklahoma City metropolitan area. We offer a variety of training and career programs to high school students, adults and business and industry. Over 80 full-time programs and hundreds of short-term and online courses are available, as well as customized training for business and industry.

Metro Tech's special services include career counseling, assessment, financial aid, college credit through cooperative agreements with local colleges, employment services and computerized education enhancement centers. We provide special programs for high school dropout recovery, GED preparation and transition from government assistance to the workplace.

Metro Tech also offers a variety of economic development services such as bid assistance, small and large business management, self-employment training and certification preparation and testing.