

## Director of Operations/HR

**Department:** Administration  
**Reports to:** Executive Director  
**Grade:** 33  
**Salary:** Commensurate with Confidential Salary Schedule  
**Days:** Full Time, 260 days

### **Primary Responsibilities:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Overseeing the Accounting, Technology, Fleet, Human Resources, and Maintenance Departments including planning, organizing, assigning, and directing the work activities of direct staff in order to facilitate attainment of department work goals and ensure consistent application of policies, procedures and guidelines
- Overseeing budgeting, financial forecasting, cash flow administration, existing financial/HR programs and services, and expansion. This includes overseeing and leading the annual budgeting and planning process with the Executive Director and other Directors; administering and reviewing all financial plans and budgets; monitoring processes and changes; and keeping the senior leadership team abreast of the organization's financial status
- Preparing financial and statistical reports such as statements of cash flow, balance sheet and income statement, supporting schedules, and other detail and summary reports in order to provide pertinent information about financial operations to the Executive Director and Board
- Meeting with financial and program staff in order to exchange relevant information, explain accounting processes and applicable regulations, and resolve accounting discrepancies or disputes associated with payment authorizations, fund transfers, account balances, and other financial transactions
- Preparing budgets for and overseeing all financial aspects of federal, state and local grants, including drawing down funds for payment and preparing quarterly and annual reports
- Analyzing and monitoring spending trends in order to determine sufficiency of funds to meet program needs
- Negotiating leases, agreements, and contracts in order to obtain facilities and/or services
- Ensuring consistency in accounting practices and policy implementation
- Administering and maintaining general ledger software to ensure that it fairly represents the organization's profile and accurately captures all financial information, including month end and year end roll over process
- Administering and maintaining the accounting system software security and infrastructure including developing new databases, setting up new users, granting software update access permissions, etc.
- Analyzing operational and financial conditions in order to recommend improvements to policies and procedures
- Establishing general ledger chart of accounts in accordance with federal and state standards
- Grant Administration

- Monitoring all purchase requisitions and invoices to determine correctness of information, pricing and specific budgetary accounts
- Arranging and preparing for all organization audits, including the annual year-end financial audit, workers' compensation audit, grant audits, safety audits, and program audits
- Overseeing the processing of bi-weekly payroll including data management, time entry, leave accrual, report processing, voucher processing, check distribution, benefits reconciliation, and ACH filing
- Completing quarterly federal and state payroll tax returns (Forms 941, 941-ME, ME UC-1) including electronic submission of information to appropriate agencies
- Completing year end Forms W-2, 1094, 1095, and 1099's for employee's and Independent Contractors and filing appropriate returns to the IRS, Social Security Administration, and other governmental authorities
- Coordinating and negotiating the employee union contracts, answering questions related to the contracts, and assisting the Directors in labor disputes that arise
- Providing timely assistance addressing staff concerns or complaints by listening, investigating, keeping people informed about the status, maintaining required documentation, creating final reports, and tracking accurately
- Assisting employees with FMLA and leave of absence questions, administering FMLA documentation to employee throughout the leave
- Coordinating open enrollment periods for benefits such as health, dental, medical and dependent care reimbursement accounts, and supplemental insurances
- Overseeing the employee recruiting process including job description review, placing job advertisements, screening resumes, interviewing, checking references when asked, running background checks, preparing offer letters, and fielding applicant questions
- Interviewing, hiring, monitoring, and appraising performance of direct staff in order to ensure work is properly performed
- Acting as the organizations Affirmative Action Officer ensuring compliance with all state and federal requirements surrounding non-discrimination and non-harassment
- Working with local police, fire, rescue, and coast guard personnel to establish and maintain emergency, evacuation, and risk management procedures and training
- Overseeing facilities to ensure efficient and consistent operations, collaborating with State Of Maine (Bureau of Real Estate Management, Risk Management, and Parks & Lands) when concerns arise
- Overseeing planning and construction projects, working with federal, state and local agencies to ensure compliance
- Identifying and resolving problems/ inconsistencies to suggest appropriate corrective procedures
- Strategizing with providers on IT system infrastructure to make recommendations for requirements and system integrity needs
- Developing and implementing Employee Portal Web Design and coordinating with state agencies and staff to update page content
- Maintaining and managing database systems related to federal and state reporting including Infinite Visions, iVisions, NEO, SAM, etc.
- Developing departmental policies, operational procedures and guidelines for Accounting, Human Resources, Technology, Fleet, and Maintenance Departments

- Assisting in policy development for the school as a member of the Leadership Team to ensure coordinated accomplishment of objective and efficient utilization of resources
- Attending Board meetings and presenting information when requested by the Executive Director
- Abiding by all the policies and procedures of MECDHH/GBSD and Federal/State regulations

**Required Skills:**

- Bachelor’s Degree in Accounting or Business Administration with concentration in management, finance, accounting, or human resources
- Minimum of 10 years’ experience managing an Accounting/HR function in an organization
- Minimum of 5 years of supervisory experience
- Such alternatives to the qualifications listed above as the Board may find appropriate and acceptable.
- PHR/SPHR or SHRM-CP/SHRM-SCP or willingness to obtain
- Excellent written and verbal communication skills
- Ability to analyze problems, reach logical conclusions, and make sound decisions
- Proven skills in the areas of organization, facilitation and program management
- Ability to interpret and apply provisions of State Education Code
- Current CHRC Certificate required

**Work Environment**

This job operates in a professional office environment in the Falmouth, ME office. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually moderate.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.