



THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING

THE GOVERNOR BAXTER SCHOOL FOR THE DEAF

One Mackworth Island, Falmouth, ME 04105
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www.mecdhh.org

December 21, 2018

EMPLOYMENT OPPORTUNITY

Position: Director of Operations/Human Resources
Salary: Commensurate with Confidential Salary Schedule
Date Closed: When Filled

Primary responsibilities:

- Overseeing Human Resources, Payroll, Accounting, Technology, Fleet and Maintenance Departments including planning, organizing, assigning, and directing the work activities of direct staff to facilitate attainment of department work goals and ensure consistent application of all policies, procedures and guidelines.
- Overseeing budgeting, financial forecasting, cash flow administration, including overseeing the annual budgeting and planning process with the Executive Director and Program Directors; administering and reviewing all financial plans and budgets; keeping the Leadership Team abreast of the organization's financial status.
- Preparing financial and statistical reports such as statements of cash flow, balance sheets and income statements with supporting schedules and other detailed reports in order to provide financial information to the Executive Director and School Board.
- Meeting with financial and program staff in order to exchange relevant information, explain accounting processes and applicable regulations, resolve accounting discrepancies or disputes.
- 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.
- Negotiating leases, agreements and contracts in order to obtain facilities and/or services.
- Ensuring consistency in accounting practices and policy implementation.
- Administering and maintaining the accounting system software security and infrastructure.
- Grant Administration.
- Arranging and preparing for all organization audits, including the annual financial audit, workers' compensation audit, grant audits, safety audits and program audits.
- Overseeing the processing of the bi-weekly payroll including filing quarterly tax returns, required year end forms W-2, 1094, 1095 and 1099's and returns to the IRS, Social Security Administration and other governmental authorities.
- Coordinating and negotiating the employee union contracts.

Primary Responsibilities, cont:

- Overseeing facilities to ensure efficient and consistent operations, collaborating with the State of Maine Agencies including Bureau of Real Estate Management, Risk Management and the Bureau of Parks and Lands when concerns arise.
- Strategizing with providers on IT system infrastructure to make recommendations for requirements and system integrity needs.
- Developing and implementing Employee Portal Web Design.
- Maintaining and managing database systems related to federal and state reporting including Infinite Visions, NEO, SAM, etc.
- Attending School Board meetings and presenting information when requested by the Executive Director.

Required Skills:

- Bachelor's Degree in Accounting or Business Administration with concentration in management, finance, accounting or human resources. Master's Degree preferred.
- Minimum of 10 years' experience managing an Accounting/Human Resources function in an organization.
- Minimum of 5 years' supervisory experience.
- Human Resources Certification (SHRM-CP, SHRM-SCP, PHR, or SPHR) or willingness to obtain.
- Excellent written and verbal communication skills.
- Ability to analyze problems, to 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 the State Education Code.
- Current CHRC Certificate from the Maine Dept. of Education required.
- Such alternatives to the qualifications listed above as the Board may find appropriate and acceptable.

This position reports to the Executive Director and is an Administrative position. The complete job description may be viewed at www.mecdhh.org

Please send cover letter and resume to:

Doreen Spear, HR Generalist
MECDHH/GBSD
One Mackworth Island
Falmouth, ME 04105
E-mail: doreen.spear@mecdhh.org

We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings.