



## KANSAS SCHOOLS FOR THE DEAF AND THE BLIND

STATEWIDE RESOURCES ON DEAFNESS AND BLINDNESS

www.KSSDB.org

**KANSAS STATE SCHOOL FOR THE DEAF**  
450 EAST PARK ST. · OLATHE, KS 66061-5497  
PHONE: 913-210-8200 FAX: 913-791-0577

**KANSAS STATE SCHOOL FOR THE BLIND**  
1100 STATE AVE. · KANSAS CITY, KS 66102-4411  
PHONE: 913-305-3000

### **JOB OPENING ANNOUNCEMENT** **Kansas School for the Deaf / Kansas School for the Blind**

**POSITION TITLE:** Director of Finance

**SALARY:** Unclassified-Exempt position; Pay Range starting at \$85,000.00 per year depending on education and experience. Excellent benefits.

**SCHEDULE:** Monday - Friday: 7:30 am to 4:00 pm

**EMPLOYMENT DATE:** August 1, 2022

**JOB DESCRIPTION:** (Brief synopsis; full description upon request)

- Plans, establishes and directs the programs and objectives for business office employees at two locations, the Kansas School for the Deaf and the Kansas School for the Blind. This includes fiscal reporting, accounting, purchasing, accounts payable and receivable.
- Discusses matters of policy, makes recommendations and develops ideas for improvement.
- Extensive contact with agency superintendent and other administrative personnel for budget planning purposes. Contact with agency staff from other departments to resolve issues relating to business functions at either school. Direct contact daily with all subordinates to maintain good business practices at both schools.
- Monitors, supervises and directs work performance of business office staff at each location.
- Responsible for the oversight and preparation of annual budgets for the Kansas School for the Deaf and Kansas School for the Blind.
- Coordinates budget submission with accurate representation of priorities at each agency and respond to questions from the Division of Budget personnel.
- Prepares budget requests in IBARS system and provides staff training to assist with entry.
- Handles business affairs with responsibility for appropriate utilization of all agency funds, including State General Funds, Capitol Improvement funds, fee funds and federal grants.
- Monitors receipts and expenditures and meet with appropriate personnel at each agency as well as contacts at the Kansas Department of Education to maintain appropriate fund balances, follow federal and state guidelines, and accomplish program goals.
- Represent the Kansas School for the Deaf and the Kansas School for the Blind on financial matters in meetings with state department officials, representatives of state agencies, auditors, and members of professional and civic organizations, promoting good public relations.
- Other duties as assigned.

(continued on next page)



EQUAL EMPLOYMENT/EDUCATION OPPORTUNITY SCHOOLS



**MINIMUM REQUIREMENTS:**

- Bachelor's degree in Business Administration, Accounting or related field.
- Leadership abilities, good decision-making skills.
- Ability to communicate well with all levels of the organization and external governing entities.
- Strong accounting and business administration background.
- Five to seven years' experience in accounting or business administration with increasing levels of responsibility, including three years of supervisory experience.
- The ability to effectively communicate at an intermediate level in ASL will be required to learn within three years upon employment date. An evaluation will occur under the guidelines of the revised KSD Proficiency Assessment Testing. The Kansas School for the Deaf is committed to respecting and achieving communication accessibility within the School environment.

**SPECIAL REQUIREMENTS:** Upon offer of employment background checks will be conducted via the KS Bureau of Investigation, Backgrounds Plus consents, Kansas Department of Children and Family Services, Sexual Offender and Work Reference consent. Also, a Tuberculosis test & Health Certificate must be passed upon offer of employment (cost borne by employee) and completed form returned to HR within one month of employment.

**CONTACT:** Teresa Chandler, Human Resource Director; Phone: 913/210-8113 E-Mail: [tchandler@kssdb.org](mailto:tchandler@kssdb.org); Video Phone: 913/324-5850

**An Equal Employment/Educational Opportunities Agency  
Tobacco Free Environments  
"KSD& KSSB Embrace Diversity"**

**Posted: 04-18-2022**