

## **DIRECTOR OF FINANCE AND OPERATIONS FOR THE 2008-09 SCHOOL YEAR**

*Ha:sañ Educational Services: Ha:sañ Preparatory & Leadership School, and Ha:sañ Middle School.*

Opportunity for a committed, organized individual with a finance background to direct and coordinate business and facilities for two secondary charter schools.

**Ha:sañ Preparatory & Leadership School** and **Ha:sañ Middle School** are bicultural, community-based schools that integrate rigorous academic study with Tohono O'odham language and Native American culture and history.

[SMA1]

Our qualified applicant will have:

- A track record of sound financial management.
- Ability to manage duties of small school business/human resource office and personnel, and support staff personnel.
- Ability to maintain working relationships with and negotiate with outside providers such as: banking/investments, insurance providers, state and federal agencies, consultants, and contractors.
- Ability to collaborate with the school community this includes: school corporate board, school governing board, school administration, teachers, support staff, students, and families.
- Oversee and manage school facilities, construction, and transportation.
- Ability to coordinate grant and state financial reports.

Minimum Qualifications:

- 4 years or more experience in business or school finances.
- Bachelor degree in finance, accounting, business administration, or related field.
- CPA and/or Masters degree a plus.
- Experience with non-profit finances.
- Eligibility for a State of Arizona background clearance/fingerprint card.
- Able to start by September 2008, earlier preferred.
- Experience with Tohono O'odham students, language, and history and interest in long-term commitment a plus.

*Candidates with previous professional experience with either of the Ha:sañ schools are strongly encouraged to apply.*

Compensation: Regionally competitive, dependent upon education level and experience.

Submit:

- Letter of interest
  - Comprehensive resume/Curriculum Vitae
  - Copy of applicable certifications
  - 3 current letters of recommendation
  - Portfolio if available
  - Copies of unofficial transcripts
- \*Position is open until filled\***

**Application deadline: Position open until filled.** Send inquiries and materials to:

William Rosenberg, Director

1333 E 10<sup>th</sup> St

Tucson AZ 85719

520.882.8826, FAX: 520.882.8651.

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