



District Office Positions

Employer

Winfield USD 465

Job Description

DIRECTOR OF BUSINESS AND FINANCE - 12 month position. Reports to the Superintendent and Board of Education. A minimum of a Bachelor's degree required, preferably with CPA or district leadership credentials, and working knowledge of governmental accounting. Supervises district office business staff; responsible for employment contracts/work agreements; KPERS agent; all matters relating to budget and finance; insurance policies for district; activity fund treasurer; payroll and employee benefits; any audit of the district; food service authority. Lots more. Salary will be commensurate with experience. We anticipate candidate will start March 21, 2022. If interested and qualified, candidates must submit an online [Classified Application](#), and must include a CV or Resume and list of at least three professional references. Applications/questions regarding this position should be sent to Leisa Potts, email: leisa_potts@usd465.com or telephone the District Office, 620-221-5100. Incomplete applications will not be considered.

CLERICAL / BUILDING SECRETARY/REGISTRAR - WINFIELD HIGH SCHOOL. (8 hrs/day, 9 months + 20 days contract) Knowledge of/skills in PowerSchool student information system preferred. If qualified and interested please fill out an online [Classified Application](#). If you have questions you may contact Eric Flaton, Principal at Winfield High School, eric_flaton@usd465.com or call WHS at 620-221-5160. Incomplete applications will not be accepted. Position is open until filled.