

Title: ASBSD Chief Financial Officer and Director of Protective Trust Services

Responsible to: ASBSD Executive Director

Position Summary: Manages all finance functions of the Association and Protective Trust to ensure accurate financial accountability. Directs the annual budget, accounting and compliance procedures and provides fiscal information and guidance to member school districts, the legislature and other external entities. Serves as administrator of the Protective Trust Services (health, workers compensation and property/liability pools) to ensure member schools are receiving appropriate coverage at a fair price. Performs and directs the marketing, financial, supervisory and administrative duties for the Trust.

Qualifications:

1. Minimum of a BS Degree in Business or Public Administration with an emphasis on insurance, risk management and/or underwriting.
2. Minimum of 3 years' experience working in with commercial property and casualty and/or commercial health insurance.
3. Experience working in large accounts with experience in public entities.
4. Knowledge of South Dakota school funding, school finance formula and employee compensation systems in South Dakota schools.
5. Proficient in statistical analysis.
6. Knowledge of Generally Accepted Accounting Principles for local government preferred.
7. Proficient in computer based spreadsheets and financial reporting in tables and graphs. Experience in Windows environment, Excel and Access.

ASBSD Chief Financial Officer

Essential Functions:

1. Directs the accounting system to ensure the fiscal needs of all programs are met.
2. Directs and coordinates preparation of the annual budget to ensure compliance with policies and guidelines.
3. Supervises and works with auditing firms in the performance of ASBSD and the Protective Trust Funds audits.
4. Supervises Accountant, Protective Trust and Custodial staff.

5. Directs special research studies, reports or projects, analyzes fiscal data, attends various meetings and serves on committees to promote the function of the Association.

6. Prepares, coordinates and makes presentations at workshops, meetings and conventions to ensure member school districts and other external organizations are knowledgeable of correct processes and procedures.

Director of Protective Trust Services

Essential Functions:

1. Reviews and discusses requested coverage with each member school district and determines the cost of coverage.
2. Conducts an annual meeting of participating members for each fund.
3. Negotiates reinsurance premiums to ensure members are receiving the necessary coverage at a fair price.
4. Monitors loss ratios for member school districts to determine appropriate premiums.
5. Directs the formulation of premium rates to ensure members are paying the appropriate amount.
6. Directs and carries out marketing and public relations activities to ensure South Dakota school districts are informed of the Protective Trust.
7. Oversees financial activities of the Protective Trust to ensure accurate record keeping and reporting.
8. Reports activities of the Protective Trust Services to the ASBSD Executive Director and Board in a timely and accurate manner.

Knowledge, Skills and Abilities:

- a. Knowledge of the insurance industry.
- b. Knowledge of applicable state and federal laws.
- c. Able to communicate information clearly and concisely.
- d. Able to speak in front of groups.
- e. Able to shift gears quickly to respond to different situations.
- f. Able to operate a computer with experience in a Windows environment.
- g. Service-oriented with positive attitude.

Terms of Employment: This employee is an at will employee.

Other: ASBSD reserves the right to change this job description for the efficient and effective operation of ASBSD.