

## **Smoky Hill Education Service Center**

Smoky Hill Education Service Center is looking for a Human Resources Director/Chief Financial Officer.

**Position Title:** H.R. Director/C.F.O.

**Location:** Salina, KS

### **Position Summary:**

We are seeking a dynamic, results-oriented individual to join our team. The H.R. Director/C.F.O. will develop and lead the policies and activities of the Human Resources and Business departments. The H.R. Director/C.F.O. reports to the Executive Director and must be able to maintain confidentiality with employee-related issues and financial details, work well with people, and contribute ideas to add to SHESC's dynamic work environment. This dual role is instrumental in guiding the human resource and financial initiatives critical to our continued success.

### **Leadership Responsibilities Include:**

- Recruiting, screening, interviewing, hiring, and onboarding new staff members.
- Providing timely and informative performance evaluations.
- Handling employee discipline, disputes, and termination according to organization policy.
- Developing and implementing budgets for all programs.
- Preparing for audits of all programs and working with auditors.
- Providing guidance to the Administrative Team and Executive Cabinet based on financial positions.

### **Job Duties/Responsibilities Include:**

- Collaborating with senior leadership to determine the organization's goals and strategies related to staffing, recruiting, and retention.
- Administering the human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Identifying staffing and recruiting needs; developing and executing best hiring and talent management practices.

- Monitoring and ensuring the organization's compliance with federal, state, and local employment laws and regulations and recommending best practices to maintain compliance.
- Knowing best practices, regulatory changes, and new technologies in human resources, talent management, and employment law and applying this knowledge in communication with leadership.
- Facilitating professional development, training, and certification activities for staff.
- Processing monthly employee payroll and payroll expenses.
- Completing quarterly payroll report requirements and yearly tax documentation for staff.
- Handling employee benefit enrollment.
- Maintaining up-to-date job descriptions and employee information in the records system.
- Developing and executing financial strategies aligned with SHESC's mission and objectives.
- Overseeing budgeting, forecasting, financial analysis, and reporting processes.
- Ensuring adherence to legal and regulatory requirements related to HR matters and fiscal responsibility.
- Collaborating with leadership to develop and implement organizational strategies, objectives, and initiatives.
- Providing insights and recommendations based on financial and staffing analysis.
- Mitigating risks and implementing effective controls to safeguard organizational interests.
- Assisting with company functions and fundraising activities.
- Performing other duties as required.

**Required Skills/Abilities Include:**

- Excellent verbal and written communication skills.
- Superior interpersonal and organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Effective supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Thorough knowledge of employment-related laws and regulations.
- Ability to prioritize tasks and to delegate them when appropriate.
- Expertise with Microsoft Office and related software.
- Proficiency with or the ability to quickly learn the organization's HR management and accounting systems.

- Evidence of being self-directed and self-motivated.
- Ability to thrive in a fast-paced, dynamic work environment.
- Proven experience in finance and HR leadership roles, preferably within an educational or non-profit setting.
- Strong financial acumen with expertise in budgeting, forecasting, and financial analysis.
- Comprehensive knowledge of HR practices, employment laws, and regulatory compliance.
- Excellent leadership, communication, and interpersonal skills.
- Capacity as a strategic thinker with the ability to drive initiatives and foster collaboration across departments.

**Education/Experience:**

A four-year college degree or relevant work experience in Human Resources, Business Administration, Education, Finance, or a related field is required.

At least five years of human resource management experience is required.

**About Us:**

Smoky Hill Education Service Center (SHESC) was founded in 1990 and is a leading institution dedicated to fostering educational excellence across north-central Kansas. Committed to supporting schools, educators, and students, we strive to provide innovative solutions and strategic support services.

**Why Join Us:**

Opportunity to make a significant impact on educational excellence in the region.

Collaborative work environment focused on innovation and growth.

Competitive compensation package and comprehensive benefits.

SHESC is a KPERS eligible employer.

**How to Apply:**

If you are passionate about driving financial strategies, developing a strong employee base, fostering a thriving organizational culture, and possess strong leadership skills, we would love to hear from you. Please submit a cover letter, resume, and three professional references to Karli Robinson at [krobinson@smokyhill.org](mailto:krobinson@smokyhill.org) by September 20, 2024.

Smoky Hill Education Service Center is an equal opportunity employer committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender identity, national origin, disability, or veteran status.