



CENTRAL CONSOLIDATED SCHOOL DISTRICT

District Administration Complex
P.O. Box 1199, Shiprock, NM 87420
US Hwy 64 Old High School Rd
Administration • 505-368-4984 • Fax 505-368-5232

A Community of Learners Dedicated to Building Lives

ADDENDUM NO. 2

REQUEST FOR PROPOSAL

RFP 2019-ADM-101

External Audit Services

Central Consolidated School is issuing this addendum to Request for Proposal No. **RFP 2019-ADM-101**, External Audit Services, for the purpose of Answering Questions and additional information required for RFP.

QUESTION: Central has a new finance director. What was the reason for the previous finance director leaving, and what is the previous experience of the new Finance Director?

Answer: Previous Finance Director resigned. Experience of current Finance Director meets qualifications listed in Job Description attached.

QUESTION: Are there any other changes in top administration after 6/30/2018?

Answer: Please visit our website for more information on current department top administration. Website is www.ccsdnm.org/departments

QUESTION: Page 14 of the solicitation, Evaluation Criteria #6, “The following formula will be used to evaluate the” – there appears to be no formula presented. What is the formula for the allocation of these 25 points?

Answer: On page 14, under Evaluation Criteria, Item # 6 is incomplete. Please insert the following for Item #6, all other Items will remain the same.

6	<p>Cost – See Cost Proposal, pg.26. The Following formula will be used to evaluate the cost:</p> <p>Lowest Responsive offer Bid</p> <p>_____ X Available Award Points</p> <p>This Offeror’s Bid</p>	25
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QUESTION: Is the District considering sponsoring the State Chartered Charter School in Shiprock and making that charter school a District chartered charter school?

Answer: At this time, there has not been a decision made.

QUESTION: If that occurs in the future, will the cost of the audit related to the charter school be negotiated at that time?

Answer: To be determined.

ACKNOWLEDGE ADDENDUM WITH RFP Proposal:

Company/Firm/Independent Contractor Name

Signature

Date

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Job Description Revised 10.19.2018

Position: Director of Finance

Supervisor: Superintendent

Work Site: Central Consolidated Administrative Complex

General Job Description:

Responsible for planning, coordinating, and supervising the operation of the finance department in such a way as to ensure compliance with all local, state, and federal requirements. Establish, manage and review all financial, budget and business operations for the District. Supervise and manage all personnel within payroll, accounts payable, general accounting, purchasing and Visions operations.

Essential Duties and Responsibilities:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Record, analyze and report financial transactions in accordance with General Accepted Accounting Principles (GAAP).
- Oversee financial system database system integrity and security.
- Ensure compliance with applicable laws, regulations and rules.
- Ensure compliance with Public Education Department General Administrative Regulations.
- Provide District employees, Board of Education, and the community with timely, accurate and relevant financial information.
- Oversee all payroll, accounts payable, purchasing, financial reporting, bookkeeping, federal

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programs and Visions operations.

- Analyze, develop and implement policies, procedures and systems that improve the District business operations in efficiency and effectiveness.
- Provide all financial reporting to the New Mexico Public Education Department and required federal agencies.
- Oversee audit, provide auditors with all necessary materials and respond to and clear all audit findings.
- Prepare District year-end financial statements.
- Invest District funds and maintain and review reconciliation of all investments, where applicable.
- Effectively handle employee and community complaints, problems and questions related to finance.
- Present budget to the public, Board of Education and New Mexico Public Education Department, and respond to any questions.
- Present all budget adjustments to Board of Education, Superintendent or New Mexico Public Education Department for approval, as required.
- Provide financial reports and documentation to Board of Education.
- Determine what, if any, funds are available for salary increases and other budget necessities.
- Monitor cash flow.
- Attend Board of Education Board meetings.
- Comply with Board of Education policies and administration direction and procedures.
- Perform other job responsibilities as assigned.

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Qualifications:

- BA degree or higher in Accounting or Business Administration preferred.
- Minimum five years of experience in Payroll, Human Resources, Accounting, or Central Administration Budgets.
- Must have NM Chief Procurement Certification (CPO).
- Must have NM School Business Official Licensure.
- Knowledge of Microsoft computer programs (advanced knowledge of Excel, pivot tables, formulas, etc.) required, including database structures, data verification methodology, operating systems, standard software applications.
- Knowledge of payroll accounting highly desirable.
- Knowledge of Visions software highly desirable.
- Ability to pass employment verification and background check

Physical Requirements:

Sitting, standing, lifting, carrying (up to 50 pounds), reaching, squatting, kneeling and moving light furniture may be required.

Safety & Health:

- Knowledge of universal hygiene precautions
- Background check

Equipment/Material Handled:

- Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed

Work Environment:

- Must be able to work within various degrees of noise and temperature.
- Interruptions of work are routine.
- Flexibility and patience are required.
- Must be self-motivated and able to complete job assignments without direct supervision.
- After-hours work may be required.
- May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

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My signature signifies that if selected for the position:

- I have reviewed the contents of the job description and I am aware of the expectations of the position.
- The job description is meant as a guideline and, in the absence of specific direction, I understand that I must make reasonable decisions and must at on those decisions to ensure that the District, school and department goals are met.
- I understand that I will be evaluated in accordance with the District's evaluation guidelines and the job description will be included in the evaluation process.
- I am able to perform all the essential functions of the job

without accommodations.

with accommodations (please specify below)

Applicant's Signature

Date