



CHIEF FINANCIAL OFFICER

Job Description
November 19, 2014

Position Summary

Direct all functions of the Business Office (including accounts payable and receivable, general accounting, budgeting, financial reporting and software applications), Purchasing and Contract Services.

Reporting Relationship

Report to the Chief Executive Officer.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Ensure all fiscal resources are aligned to District priorities.

Plan, oversee, and direct the daily operation of the Business Office and Purchasing.

Work cooperatively with all direct reports to the Superintendent to advance the educational mission of the District.

Ensure that all business systems are fully integrated and resources are shared for optimal reporting and operational efficiency.

Ensure labor contracts are within budget parameters.

Ensure that District financial transactions are in compliance with applicable laws, rules and regulations.

Prepare financial reports for the Superintendent and the Board of Education.

Coordinate all efforts with the external auditing firm to conduct the annual audit and other audits as needed.

Assist the Superintendent, senior leaders, principals and other budget administrators in the development of the annual budget.

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Responsibilities (continued)

Prepare all legal resolutions and publications of a financial nature.

Attend meetings on District business as the financial representative for the District.

Manage a large portfolio of investments.

Plan, oversee and direct internal audits in schools and departments as needed.

Manage a large staff including professional, technical and clerical personnel.

Manage the cash flow needs of the District to ensure that adequate funds are available at all times to meet payroll and other obligations.

Monitor the total budget on an ongoing basis.

Serve as the Assistant Treasurer for the District.

Assist the District's legislative liaison with legislation related to school finance and testify when called upon to do so.

Manage and staff the Board's ad hoc committees, work group and other activities related to the budget and finance.

Present the District's financial data to Moody's and Standard and Poor's in preparation for a rating on bond sales.

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of governmental accounting, auditing, financial reporting and related laws, rules and regulations.

Thorough knowledge of the budget process within governmental departments.

Thorough knowledge of investment options and the management of an investment portfolio.

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Knowledge, Skills and Abilities (continued)

Thorough knowledge of management theories and concepts.

Thorough knowledge of public school finances and operations.

Thorough ability to interact effectively with community groups, representatives of the business community and other public agencies and district staff representing a diversity of cultural and ethnic backgrounds and view points.

Thorough ability to establish goals, objectives and priorities for a large work division.

Leadership Competencies

Character that demonstrates a strong sense of ethics and values that serves as a role model to others.

Creating and leading the organizational vision.

Managing staff including directing others, delegation and building effective teams.

Resourcefulness, taking the resources of the organization into consideration and getting things done for less.

Working constructively with others.

Managing constituencies effectively.

Getting results.

Minimum Qualifications

Bachelor's degree in accounting, finance, business administration or a related field and seven years of accounting or financial administration experience.

Preferred Qualifications

A Certified Public Accountant Certificate or a Master's degree in accounting, finance, business administration or a related field is preferred and may be substituted for some of the accounting or financial administration experience. Experience in a public school district and certification as a Registered School Business Administrator (RSBA) or Registered School Business Official (RSBO) are preferred.