

**BERKELEY COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Chief Financial Officer

FLSA: Exempt

GENERAL SUMMARY

Under general supervision assists in ensuring that the district's **vision, mission and goals** are achieved and responsible for the short and long-term prudent fiscal operation of the school district including management of all assets and liabilities. Collaborates with the Superintendent to communicate to all stakeholders the budgetary process; administers the distribution of financial resources in accordance with allocations determined by the School Board and administration; plans, organizes and directs all programs and activities of the Financial Services Department, with emphasis on developing and maintaining effective procedures and procedural improvements to the district's fiscal management systems. Chief Financial Officer serves on Superintendent's Cabinet and reports to the Superintendent.

ESSENTIAL FUNCTIONS

Participates in development of long-range strategic plans, governance structure and objectives for management;

Prepares and presents long-range financial plans and forecasts and communicates fiscal matters to the Superintendent and the School Board;

Directs the budgeting, accounting and reporting of all district funds (e.g. assets, liabilities, revenue and expenses) in compliance with all applicable federal, state, and local regulations and requirements;

Directs the funding development of Capital Improvement Projects;

Executes an annual budget process that communicates the needs identified by the Superintendent and School Board;

Leads the department in fiscal planning and management in development and implementation of appropriate regulations, monitoring processes, and internal control processes;

Leads the work related to the strategic plan goal regarding effective and efficient operations to ensure proper stewardship, equitable allocation of resources, and performance monitoring;

Provides financial guidance support and protocols to assist schools and departments;

Establishes policies and procedures in accordance with federal, state and local statute to ensure strong internal controls;

Provides effective leadership for the coordination, development, and implementation of financial goals consistent with the district's mission;

Ensures the execution and implementation of sound financial management practices to guarantee purchase of good quality supplies, services and materials at competitive prices;

Supervises the district's budget in an efficient and effective manner;

Communicates Financial Services' policies, procedures, and guidelines and assists with the consistent compliance;

Serves as the primary resource person for the district concerning district's financial matters;

Coordinates the revisions, development, and distribution of district financial policies, and procedures;

Supervises and evaluates departmental staff and provides staff development opportunities based on their job descriptions;

Assists the Superintendent as needed, in presenting financial matters or concerns to the Board, taxpayers and other stakeholders as needed;

Provide State and regional leadership through professional associations and committees; and

Perform other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Bachelor’s degree in business, accounting, administration or other field closely related to functional responsibilities. Master’s Degree and Certified Public Accountant is preferred. A minimum of eight (8) years of work experience as Chief Financial Officer or a high-level position in fiscal management and supervisory capacity formulating governmental, preferably municipal, budgets. Working knowledge of reporting requirements for FASB, GASB & CAFR and experience with automated comprehensive financial systems is required.

Knowledge:

Job requires knowledge of the practices, activities, methods and procedures of the district as they pertain to the specific duties of the job; extensive knowledge of all local, state, and federal financial policies and regulations and planning, implementation, and supervision of school district fiscal management system. Knowledge of principles of management and administration relating to the budgetary, planning and financial aspects of the job; knowledge of the required records, reports, documents, and related information which must be prepared and maintained as requirement of the job; and knowledge in the principles of management, supervision, and staff development.

Skills/Effort:

Job requires the ability to plan, develop, implement, and maintain district-wide financial programs and services. An ability to oversee and supervise assigned directors and support staff; ability to prepare and monitor district’s budgets; ability to interpret, apply and adhere to all pertinent state, federal, and local government policies, regulations, and procedures; advanced management, technical, leadership, analytical, and organizational skills required. An ability to assemble and analyze information, prepare written reports, financial records, and budgets in a clear, concise, and effective manner is required. Job requires the ability to provide effective training to subordinates; ability to interact in an effective manner with subordinate staff, district personnel, and all other groups and individuals involved in work activities.

Working Conditions:

Physical demands are restricted to general office activities requiring movement/lifting items weighing up to 35 lbs. Routine local travel required; occasional overnight travel required. Job requires ability to work under a degree of stress related to duties that require considerable attention and meeting deadlines. Duties of the job require frequent use of a computer monitor and related equipment. Berkeley County is a smoke free district.

Responsibility:

Budgetary responsibility for the District’s educational programs/services budget
Develops an effective organization within finance, coupled with the appropriate job descriptions
Supervises subordinate Financial Services Executive Directors, Coordinators, and support staff

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

Date: _____

Date: _____