

Job Title: Chief Financial Officer

Qualifications: The person in this position should have the following credentials and abilities:

- Bachelor's degree in accounting, finance or related field;
- Eight (8) years of increasingly responsible management experience, including accounting/finance experience, experience in a school system or equivalent experience; OR equivalent combination of education and experience;
- Strong organization and direction of business, finance, and instruction-related services, business management principals and processes, budget preparation and control;
- Knowledge:
 - Principles and practices of management;
 - Applicable laws, codes, regulations, policies and procedures;
 - Systems management. Leadership;
- Ability:
 - Communicate effectively both orally, publicly and in writing;
 - Interpret, apply and explain rules, regulations, policies and procedures;
 - Analyze situations accurately and adopt an effective course of action;
 - Meet schedules and time lines;
 - Work independently with little direction;
 - Plan and organize work;
 - Prepare comprehensive narrative and statistical reports;
 - Supervise and evaluate the performance of assigned staff;
 - Develop, modify and direct the implementation of budgetary control and accounting systems to include the budget development process;
 - Work collaboratively across departments;
 - Develop and maintain a harmonious and productive working relationship with all levels of CCSD staff;
 - Proficient in Microsoft Office Suite.

Reports To: Superintendent of Schools.

Supervises: Supervises and evaluates the performance of assigned management staff including financial services, procurement, and nutrition services; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; plans, coordinates and arranges for appropriate training of subordinates.

Performance Responsibilities:

- Develops, recommends, and implements long and short-term strategic financial plans with well-defined, measurable goals and objectives in support of the school district's overarching goals and objectives;
- Plans, organizes, controls and directs a variety of programs, projects and activities related to financial services, state and federal funding, budgeting, financial forecasting, purchasing, and contracts;
- Participates in the development of legislation affecting school finance;
- Develops and prepares the annual budget for assigned areas and the District as a whole; analyzes and reviews budgetary and financial data; monitors and authorize expenditures in accordance with established guidelines;
- Provides technical expertise regarding assigned functions, formulates and develops policies and procedures;
- Attends or chair's a variety of meetings; represents the District in collaborative/partnership/task forces with the city, county, human service agencies, institutions of higher education, business/industry, and judicial and law enforcement agencies as assigned by the Superintendent;
- Communicates and collaborates with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information;
- Directs preparation and maintenance of a variety of narrative and statistical reports, records and files;
- Employs and directs consultants for various projects;
- Provides advice and counsel to the Superintendent, Board and others on matters pertaining to assigned areas of responsibility;
- Attends meeting of the Board; presents and interprets financial impact of proposals as necessary;

Performance Responsibilities *continued*:

- Serves as a member of the superintendent's Student Achievement Team and Senior Leadership Team;
- Supervises and evaluates the performance of assigned management staff including financial services, procurement, and nutrition services; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; plans, coordinates and arranges for appropriate training of subordinates;
- Participates in the development of legislation affecting school finance; and
- Values risk taking and innovation.
- Represents the District at public events.

Terms of Employment: Non-Certified Administrator– 240 day; DBM E92 Salary range: \$108,288 - \$149,164

Evaluation: Evaluation of the Chief Financial Officer is outlined in Policy GCO – Evaluation of Administrative Staff.