

Charleston County School District seeks qualified candidates for the position, **Chief Financial Officer**. This position is responsible for coordinating and directing the financial operations of the District in a manner that complies with all applicable laws and regulations and that represent a high degree of efficiency, effectiveness and transparency. The Chief Financial Officer (CFO) is responsible for implementing programs to assure the financial stability and health of the District and approving financial plans and budgets to support the district's vision and strategic initiatives. This position plans, organizes, controls and direct Fiscal service: Federal Funding, Budgeting, Financial Services, and Contract & Procurement. The CFO assures the ethical and prudent conduct of the District's fiscal affairs.

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:

- o Principles and practices of management;
- o Applicable laws, codes, regulations, policies and procedures;
- o Systems management. Leadership;

Ability:

- o Communicate effectively both orally, publicly and in writing;
- o Interpret, apply and explain rules, regulations, policies and procedures;
- o Analyze situations accurately and adopt an effective course of action;
- o Meet schedules and time lines;
- o Work independently with little direction;
- o Plan and organize work;
- o Prepare comprehensive narrative and statistical reports;
- o Supervise and evaluate the performance of assigned staff;
- o Develop, modify and direct the implementation of budgetary control and accounting systems to include the budget development process;
- o Work collaboratively across departments;
- o Develop and maintain a harmonious and productive working relationship with all levels of CCSD staff;
- o 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;

- 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

Interested candidates should apply online through:

www.ccsdschools.com or <https://www.applitrack.com/ccsdschools/onlineapp/default.aspx?Category=Finance>