#### **Clarendon School District One**

## Administrative Job Description

Chief Finance Officer					
<b>Department: Finance</b> Job Code: TBD					
FLSA: Exempt	Salary: Commensurate with Experience				
Reports To: Superintendent	Work Days: 240				
<b>Board Approved Date:</b>	Work Hours: M-R 8 hrs/day & F 7.5 hrs/day				

**Job Goal:** Responsible for ensuring that financial management functions and activities operated in a legal and efficient manner to provide maximum support and contribution to the instructional program of the School District, and providing direction and leadership for Finance Services.

#### **Essential Duties & Responsibilities:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all the duties and responsibilities required of all personnel with this position.

- 1. Coordinate, manage, and oversee the District's fiscal affairs, including budget development, financial planning and reporting, payroll, and other financial management programs.
- Responsible for the overall direction, coordination, and evaluation of staff responsible for payroll, budget, finance, and accounting functions in accordance with the District's policies and applicable laws.
- 3. Serve as a team member of the Superintendent's leadership team and participate in district-wide planning, development, and evaluation to support financial initiatives and processes.
- 4. Direct and provide leadership to assigned personnel, conduct performance appraisals, make recommendations for appropriate employment actions, and promote professional growth.
- 5. Assist with district-wide planning to align the use of financial and human resources to the District's goals and objectives.
- Advise and counsel the Superintendent concerning matters of finance, associated regulatory issues, and financial reporting requirements; and recommend necessary actions for the most efficient operation of the school system.
- 7. Direct and oversee the annual budget preparation, including collection and dissemination of available data for budget development and resource allocation, and communication of budget information to the general public.
- 8. Review and monitor financial accounting and reporting activities, including preparation and maintenance of financial reports.
- 9. Periodically develop and disseminate forecasts of expenditures versus budgetary allocations.
- 10. Coordinate work with the external auditors and oversee responses to and corrective actions of audit findings.
- 11. Ensure that financial initiatives are results-oriented and aligned with the District's mission, beliefs, and strategic goals; facilitate solutions and identify discrepancies between goals and current status; and provide support for continuous improvement objectives and strategies.
- 12. Maintain good public relations with parents, businesses, and community groups to provide information and receive feedback, and represent schools at district-level functions as needed.

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- 13. Provide input in the development of policies and administrative guidelines for areas of responsibility, and support the implementation of programmatic goals and objectives on a district-wide basis.
- 14. Exercise proactive leadership in promoting the vision and mission of the District and empower others to make decisions and carry out responsibilities in support of the District's objectives.
- 15. Build synergistic partnerships among principals, parents, businesses, and other community stakeholders, and establish relationships with community leadership and stakeholders to build support for iVisions programs.
- 16. Work with legal staff on personnel and other related matters as appropriate.
- 17. Serve with other educational leaders on work groups, committees, and project action teams that directly support schools.
- 18. Assist in interpreting programs, policies, and philosophy of the District to staff, students, and community.
- 19. Respond immediately to emergency situations and serve as a district representative at emergency shelters as determined by the Superintendent.
- 20. Perform other duties as assigned.

#### **Minimum Requirements:**

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Knowledge, Skills, & Abilities:

- Knowledge of and ability to understand and interpret applicable policies, state statutes, and federal guidelines, including South Carolina Statutes, Capital Improvement Funding, governmental accounting principles, cost accounting systems, and School Board policy.
- Knowledge of budgeting procedures and financial and business operations for school districts.
- Ability to prepare agenda items, and present and defend them to the School Board on a monthly and/or quarterly basis.
- Ability to use data-driven decision making to determine effectiveness of various programs and initiatives and develop strategies for improvement.
- Knowledge of the teaching/learning process in the school setting.
- Ability to oversee implementation of sound budgeting process.
- Ability to work collaboratively with others and facilitate group consensus.
- Knowledge of state-of-the-art research and best practices in areas of responsibility.
- Ability to represent the District at state and regional functions.
- Ability to motivate, lead, and challenge a team, and establish goals, objectives and action plans to achieve district goals.
- Ability to communicate effectively with a variety of audiences orally and in writing, including electronic media.

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### **Education, Training & Experience:**

- Five years of supervisory experience with responsibilities related to the financial/business operation of all aspects of school district finance.
- Experience with Infinite Visions Financial Software and PCS

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Certified School Business Officer	
Name (Please Print)	Date
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