



JOB TITLE: CHIEF FINANCIAL OFFICER
Days of Work: 240

GENERAL STATEMENT OF JOB

Under limited supervision, plans, organizes, controls and directs all programs and activities of the Financial Services Division, including budget development, procurement, accounting, fixed asset accounting, cash and investment management, payroll, and financial reporting. Supervises the work of subordinate staff, and performs related professional and administrative work as required. Works with the school's principal on human resources paperwork and reporting. Reports to the school's principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans, organizes, controls, and directs all programs and activities of the Financial Services Division, ensuring compliance with all applicable policies, procedures, laws and regulations.

Supervises duties of assigned professional, supervisory and support staff; supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; and coordinating activities. Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Provides for adequate staff training and development opportunities.

Participates in the development, implementation, and adherence to school/district adopted financial and administrative policies; initiates goals, policies, and procedures related to all financial matters.

Assists the school's principal in interpreting the financial position of the school to the Board of Trustees, district staff and the general public.

Attends meetings of the school's Board of Trustees, and other departmental and/or staff meetings, as required and appropriate.

Forecasts revenues and expenditures for budget preparation and managerial decision-making purposes; monitors revenues and expenditures to ensure adherence to budget allocations.

Develops, monitors and controls the school's annual budget.

Supervises the collection, safekeeping, investment and distribution of all funds. Supervises payroll and purchasing functions.

Oversees the management of fixed assets.

Plans, coordinates and directs the installation of automated accounting systems and procedures.

Researches, compiles and presents financial and statistical data related to the finances of the school. Supervises the preparation of all financial reports as required by state and federal agencies.

Prepares management discussion and analysis reports for the audit.

Supervises the development and monitoring of the school's internal control system. Administers the school's property and casualty insurance programs along with any supplemental insurance programs available to students.

Coordinates the use of the school's facilities by external groups or organizations along with a team at the school.

Receives and responds to inquiries, concerns and complaints regarding financial issues, policies and procedures and division services.

Represents the school at various meetings as appropriate.

Assists with after-school activities as deemed appropriate by the school's principal.

Prepares and/or processes budget request proposals, financial analyses, other financial and administrative reports, policies and procedures, performance evaluations, memos, correspondence, etc.

Operates a variety of equipment such as a computer, printer, copier, calculator, telephone, etc.; uses clerical, copier, computer supplies.

Interacts and communicates with various groups and individuals such as the principal, subordinates, district-level administrators and staff, board members, State Department of Education personnel, elected officials, various councils and committees, financial institutions, insurance company representatives, and the general public.

Attends training, seminars and conferences, and conducts research to stay abreast of legislation and trends in public financial management.

MINIMUM TRAINING AND EXPERIENCE

Requires a Master's degree in business administration, accounting, financial management or related field supplemented by nine to twelve years of professional accounting / financial management experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

DISCLAIMER: This job description is not an employment agreement or contract. The school's principal has the exclusive right to alter this job description at any time without notice.