



JOB DESCRIPTION

TITLE:

Chief Financial Officer

SALARY RANGE:

\$81,854 - \$147,037

POSITION TYPE:

Exempt

MINIMUM QUALIFICATIONS:

- Master's degree in finance, business management or accounting highly desirable. Doctorate, CPA or SFO is preferred.
- Minimum of ten years of experience in public sector finance including at least five years of experience in a supervisory capacity; K-12 experience preferred; significant levels of experience may substitute for education.
- Must possess the ability to plan and supervise the work of others, excellent communication skills, and the ability to establish and maintain effective working relationships with staff and the public.

REPORTS TO:

Superintendent

SUPERVISES:

Coordinator of Finance and Accounting Associates

PRIMARY FUNCTION:

This position provides leadership for budget, finance, and business affairs for the District and ensures funding of programs that support the Strategic Plan.

PERFORMANCE ROLES AND RESPONSIBILITIES:

- Supervises the overall program for budget and accounting; purchasing; fixed asset management; payroll and associated reports, including payroll tax reporting and retirement reporting.
- Reviews enrollment data and reports to ensure accuracy in estimated future student enrollment.
- Evaluates accounting procedures, systems, and controls in all division cost centers, ensure compliance with applicable laws and regulations, and recommends improvements in their design, implementation, and maintenance.
- Maintains a continuous auditing program for all funds and assists the district's independent auditors in conducting the annual and periodic audit.
- Plans and conducts needs assessments for improvement of district business operations.
- Ensures compliance with accounting, disbursement, and reporting requirements of agencies from which grants have been received.
- Coordinates cash management with County Treasurer
- Reviews the financial status of the school division during the year and makes recommendations as appropriate regarding expenditures.
- Consults with the Superintendent and other staff as questions arise relating to the school division's business operation.
- Models the Strategic Plan Values: Lead, Innovate & Inspire.
- Performs other duties as assigned.

REQUIREMENTS:

Involves limited physical tasks including lifting, and may involve operation of equipment such as computers, copiers, overhead projectors, etc.

TERMS OF EMPLOYMENT:

12 month contract; Grade D32

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Personnel.