



POSITION SUMMARY

As a key member of the Superintendent Leadership team, the Chief Financial Officer/Director of Support Services assumes a strategic role in the overall administration and management of the district's budget, financial and support services. The CFO/Director directs the financial and support services of the district and has day-to-day responsibility for planning, implementing, managing and controlling costs of all financial-related activities. This includes direct responsibility for Nutrition Services, Business Systems, Purchasing, Warehouse/Delivery System and Financial Services (accounting, finance, forecasting, strategic planning, costing, analysis and negotiations, investor relationships, etc.). Provide professional and strategic analysis and counsel to the Superintendent, Board, Budget Committee and District administrators. Supports and implements strategic Board goals and provides direction and leadership in the achievement of the District's philosophy, mission, vision and annual goals and objectives.

SUPERVISORY RELATIONSHIPS

Reports to the District Superintendent. Directly or indirectly supervises all staff of the Finance and Support Services Department.

ESSENTIAL FUNCTIONS

- Direct all administrative and financial functions of the Finance and Support Services Department.
- Provides leadership in and execute all duties in the highest ethical manner.
- Ensures compliance with ethics laws, policies and directives.
- Serve as the Chief Financial Officer for the District including leading strategic financial planning initiatives such as long range financial forecasts and service and funding plans. Facilitate District Directors in identifying financial goals for the District.
- As a member of the Superintendent's Staff and the Superintendent's Core Team, participate in setting strategic direction and policies for the organization, addressing district-wide and cross departmental management issues.
- Serve as District spokesperson on financial issues; presents District's fiscal position to the organization, school board, budget committee and the public.
- Serve as deputy clerk for the District, entering into financial related obligations on the District's behalf.
- Serve as budget officer as required by state law. Prepare the annual budget under the general direction of the Superintendent, within legal and financial restrictions, for proposal to the school board and budget committee.
- Coordinates all financial aspects of District elections for ballot measures and levies. Coordinates issuance of general obligation bonds and management of District debt.
- Oversees district budget: review financial status reports, prepare and revise projections, ensure budgetary transactions comply with statutes governing public bodies, and make recommendations on budget changes as necessary.
- Direct the financial functions of the District including payroll, purchasing, general accounts receivable, grants, student body accounting payable, cash management, and audit.

DIRECTOR OF FINANCE AND SUPPORT SERVICES

- Direct nutrition services program, including the nutrition service management contract and management of District personnel.
- Direct warehouse, operations and delivery, carrier services and mail and excess equipment process.
- Manage the development, conversion and maintenance of business administrative management information systems for the District.
- Provide information and counsel to District administrators regarding financial regulations, policies and goals and the implications of financial decisions.
- Support District representatives in employee collective bargaining, employee benefit and compensation administration by overseeing financial analysis relating to employment issues and participating on management bargaining teams.
- Work with external auditors, financial advisor, bond counsel, underwriters and regulatory entities to address financial issues or capital financing.
- Conduct and oversee research; prepare reports on financial issues such as new revenue, strategic planning and economic forecasts; recommends changes in policies and practices.
- Represent the District at meetings with City and County management regarding intergovernmental issues.
- Plan, direct and coordinate department work activities; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Assess and monitor work load, administrative and support systems. Identify opportunities for improvement; direct and implement changes.
- Select, supervise, and evaluate assigned staff; assign work and ensure appropriate training is provided; investigate complaints; recommend and administer disciplinary actions; manage sensitive personnel matters and recommend grievance responses.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of State budget law and public meetings law.
- Knowledge of financial administration including principles, methods and procedures of accounting, budgeting, investments, debt issuance, financial forecasting and analysis, purchasing, billing and collections, cashiering, and financial systems development.
- Knowledge of the principles of supervision, training and performance evaluation.
- Knowledge of business systems management principles and practices.
- Skill in consensus building and conflict resolution.
- Skill in managing projects and providing leadership and direction towards a common objective.\
- Skill in directing professional, technical and administrative support staff.
- Ability to respond quickly to changing conditions.
- Ability to think strategically and develop both short and long term plans to meet an objective.
- Ability to develop and administer department goals, objectives and procedures.
- Ability to research, analyze and evaluate new service delivery methods and techniques.

- Ability to collect and interpret complex information to analyze a problem, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to present technical information and data in an effective manner and prepare complex financial statements, reports and analyses.
- Ability to oversee the preparation and administration of the District's budgets and preparation of the Comprehensive Annual Financial Report.
- Ability to participate in the design and implementation of new accounting, budgetary and related financial systems including development and implementation of operating procedures.
- Ability to communicate effectively verbally and in writing to a wide range of groups and individuals.
- Ability to establish and maintain effective working relationships with financial and business communities, staff, board members, committee members, public officials and the general public.
- Must have the ability to effectively manage in a stressful environment.

MINIMUM QUALIFICATIONS

Education

- Master's degree in finance, business or closely related field.

Experience

- Five (5) years of demonstrated senior level experience as a Chief Financial Officer or financial manager in a complex organization; or any combination of experience and training that provides the required knowledge, skills, and abilities.
- In depth knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Governmental Accounting Standards (GAGSA).
- Prior successful experience leading, supervising and mentoring professional staff.
- Knowledge of theory, principles practices and techniques of public administration including budgeting financial planning and management, and budget and procurement law.
- Knowledge of school financing mechanisms, and the fiscal requirements relating to federal and state education programs.
- Must be highly ethical.
- Strong interpersonal and communication skills and demonstrated ability to work effectively with a wide range of constituencies in a diverse community.
- Commitment to equal employment opportunity and the creation and support of a workforce that reflects the district's student population.

Preferred Qualifications

- Prior successful experience working directly with Boards of Directors.
- CPA licensee.
- Presentation skills.
- Experience or oversight of capital improvement projects.
- Experience managing in a public school district setting.

Any equivalent combination of education and experience that provides the required expertise to perform essential functions listed in the job description may be considered qualifying by Human Resources.

ALL DISTRICT EMPLOYEES MUST PASS POLICE/FBI BACKGROUND CHECK.

ADDITIONAL INFORMATION	
Employee Unit	4J Association (4JA) - Administrator
Pay Grade	Grade 15
Duration	12 Month Contract
Approved by	Dr. Celia Feres-Johnson – <i>Director of Human Resources</i>
Last revised	7/20/2011