



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	CHIEF FINANCIAL OFFICER
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 18
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8066
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Leads the Financial Services Division in implementing best practices in public sector financial management and planning. Administers both operational and programmatic support to the District to ensure short and long term prudent fiscal operations including management of all assets and liabilities. Acts as the spokesperson for the District on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and securing of new funding. Manages and provides oversight for all financial and related services ensuring they align with the District's strategic plan and long range goals. Collaborates with the Superintendent and Cabinet to lead the budget process and communicate with all stakeholders. Administers the distribution of financial resources in accordance with allocations determined by the state and approved by the Board of Education.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Leads the strategic plan goals regarding effective and efficient financial operations to ensure proper stewardship, equitable allocation of resources, and performance monitoring

Serves as a member of the Superintendent's leadership team and acts as Superintendent's designee in division wide financial matters

Executes an annual budget process that communicates the needs identified by the Superintendent, cabinet, and Board of Education and results in approval of the required funding

Supervises major functions of the Financial Services Division including Accounting Services, Payroll, Grants and Awards Accounting, Purchasing, Insurance, and Budget

Leads the Financial Services Division in fiscal planning and management in development and implementation of appropriate regulations, monitoring processes, and internal audit procedures

Prepares and presents long range financial plans and forecasts, and communicates fiscal matters to the Board of Education and community

Establishes policies and procedures in accordance with federal, state, and local statute to ensure strong internal controls

Provides useful, timely financial reports to convey information to the School Board and division program managers on a regular basis

Directs the budgeting, accounting and reporting of all funds (e.g. assets, liabilities, revenue and expenses) in compliance with District policies, and federal, state, and local regulations and requirements

Directs the funding development of capital improvement and bonding and oversees taxes and property assessments

Assess the financial impact of legislation, ballot measures, and negotiations, and participate in bargaining negotiations

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, driving automotive equipment and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Master's Degree in Finance, Business Administration, or related field required
Five (5) years of successful experience in the field of business management with responsibilities in financial accounting, budgeting, cost accounting, and finance in full service school District with annual large dollar budget
Successful experience as a financial officer
Thorough knowledge of the principles, procedures, and practices of public school operations, development of a public budget, and understanding of the interaction of the various departments within a school division
Working knowledge of automated payroll, accounting and budgeting systems
Extensive knowledge of Kentucky Model Procurement Laws, Kentucky School Laws, and District procedures and guidelines and ability to effectively interpret and communicate those laws
Ability to communicate effectively (both orally and in writing) with the Board of Education, school personnel, senior leadership, parents, government agencies, and members of the community
Effective communication skills

DESIRABLE QUALIFICATIONS
Kentucky certification endorsed for Superintendent or School Business Official
Major education emphasis in Business Administration, Accounting or Finance in school District or public agency with annual large-dollar budget
Certified Public Accountant
Experience a diverse workplace