

BRAZOSPORT ISD JOB DESCRIPTION

Funding and Finance



Job Title: Chief Financial Officer

Reports to: Superintendent

Dept./School: Business Services

Pay Grade: Admin 9

Employment Type: Exempt

Days: 229

Primary Purpose:

- Direct and manage the operation of all financial and business affairs of the district including accounting, payroll, purchasing, warehouse, federal programs, alternative resources, child nutrition, risk management, bond planning and construction. Provide leadership for the district's financial services activity to ensure legally sound and effective management practices. Direct and monitor the management and investment of all district funds and ensure they are adequately protected. Serve as the chief support and government affairs advisor to the superintendent and board of trustees.

Qualifications:

Education/Certification:

- A bachelor's degree in finance, accounting, business administration, or a related field, master's degree preferred.
- Certification through the Texas Association of School Business Officials preferred.
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA) designation preferred.

Special Knowledge/Skills:

- Advanced technical knowledge of school finance, budgeting, accounting systems, and economics
- Strong knowledge of governmental accounting principles and standards.
- Excellent analytical, organizational, and communication skills.
- Strong communication, public relations, and interpersonal skills

BRAZOSPORT STATEMENT OF NONDISCRIMINATION:

It is the policy of Brazosport ISD not to discriminate or engage in harassment on the basis of race, color, national origin, sex, religion, age, disability, or any other legally protected status in its educational and vocational programs, services or activities or matters related to employment as required by Title VI and Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Age Discrimination in Employment Act; Americans with Disabilities Act, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended. Inquiries regarding the Brazosport ISD non discrimination policies in the following areas should be directed to:

Students/Parents: FFH (EXHIBIT)

[District Contact for Title IX](#)

[District Contact for Americans with Disabilities Act \(ADA\) & Section 504](#)

Employment/Employees/Public: DIA (EXHIBIT)

[District Contact for Title IX, Americans with Disabilities Act \(ADA\) / Section 504.](#)

Call: 979.730.7000 or Write: P.O. Drawer Z, Freeport, TX 77542

- Ability to use personal computer and software to develop spreadsheets, perform data analysis, and do word processing
- Ability to implement policy and procedures, interpret data, manage budget and personnel.
- Ability to coordinate district functions

Experience:

- Minimum of five years of experience in governmental organizational leadership.
- Minimum of five years of experience in financial management, preferably in a public or educational setting.
- Proven leadership and team management experience.

General Employee Requirements:

- Regular attendance and punctuality
- Support and align work with the mission, vision, and beliefs of the district.
- Follow and support board policies in areas of related responsibility.
- Ensure district resources are managed effectively to maximize resources for student learning.
- Share in the development and implementation of district success plans
- Actively participate in ongoing development to improve work quality and district contribution.
- Model integrity, work ethic, and professionalism as a suitable example for BISD students.

Major Responsibilities and Duties:

Financial Planning & Strategy

- Develop and implement financial strategies, prioritizing spending to support the district's mission, goals, and identify opportunities to improve operational efficiencies to ensure that taxpayer funds are directed towards programs and initiatives that maximize educational opportunities.
- Oversee long-term budgetary planning and cost management in alignment with the district's strategic plan.
- Implement and oversee strategic resource allocation processes to ensure that tax dollars are utilized efficiently and effectively.
- Provide financial forecasting and cash flow analysis to support daily operations and long term decision-making processes.
- Oversee the investment of district funds in accordance with established policies and regulations.
- Manage the district's financial assets, including cash, investments, and fixed assets.
- Plan and conduct needs assessments for improvement of district business operations.
- Continuously assess and improve financial practices and procedures, staying informed about changes in education finance, regulations, and industry trends.

Budget Management

- Direct the preparation and administration of the district's annual budgets.
- Responsible for budgetary revenue calculations and oversee the management and collection of all revenue sources, including state and federal funding, property taxes, and other income.
- Monitor budget performance and ensure adherence to approved budgets.
- Present budget reports to the school board and other stakeholders, providing detailed explanations of budgetary variances and financial performance.
- Responsible for department budget development and evaluation of criticality of budgetary needs and relationship to achievement of department effectiveness through a zero based budgeting process inclusive of evaluating consequences of funding or non funding in terms of performance and cost benefit components to program supports.
- Identify and pursue additional funding opportunities, including grants, donations, and partnerships.
- Oversee all budget adjustments, additions, and deletions.

Purchasing and Inventory

- Maintain accurate and current computerized inventory records of the district's fixed and movable assets.
- Supervise maintenance of a timely replacement cost-asset listing for insurance purposes.
- Organize and conduct sales to dispose of surplus and salvage equipment.
- Oversee the preparation of bids and bid specifications.
- Receive and open bids; tabulate results and prepare written recommendations.

Payroll

- Ensure the accurate and timely processing of all payroll transactions, including salaries, benefits, garnishments, taxes, and other deductions.
- Develop and enforce payroll policies and procedures to ensure consistency and compliance across the district.
- Oversee the implementation and maintenance of payroll systems and software to enhance accuracy and efficiency.
- Maintain accurate and up-to-date employee payroll records, including personal information, salary changes, benefits enrollment, and tax withholdings.
- Develop and enforce payroll policies and procedures to ensure consistency and compliance across the district.
- Communicate payroll policies and updates to all employees and provide training as needed.
- Ensure the confidentiality and security of employee payroll information
- Ensure compliance with federal, state, and local payroll laws and regulations, including tax reporting and wage and hour laws.
- Prepare and submit all required payroll reports and filings on time, such as quarterly and annual tax returns, W-2s, and 1099s.
- Provide support and guidance to payroll staff and other district employees on payroll matters.

Financial Reporting and Compliance

- Implement policies established by federal and state law, State Board of Education rule, and local board policy in the area of business operations.
- Compile, maintain, and file all physical and computerized reports, records, and other documents required.
- Evaluate accounting procedures, systems, and controls in all district departments and recommend improvements in their design, implementation, and maintenance.
- Maintain a continuous auditing program for all funds and assist the district's independent and internal auditors in conducting the annual or periodic audit.
- Ensure that accounting systems comply with applicable laws and regulations including the Texas Education Agency's financial accounting guidelines.
- Oversee preparation of monthly bank reconciliations for the operating, special revenue, debt service, construction, tax, cafeteria, and activity accounts; review reconciliations of vendor and payroll clearing accounts.
- Prepare and evaluate monthly financial statements and related budget reports.
- Prepare and publish a comprehensive annual financial report in compliance with Association of School Business Officer (ASBO) standards.
- Develop semi-annual financial information for submission of data to TEA.
- Prepare quarterly and final reports for all federal or grant funds.
- Ensure District maintains Superior rating under the Financial Integrity Rating System of Texas.

Personnel Management, Supervision and Leadership

- Lead and supervise the departmental staff, overseeing the following areas: Business Services, Federal Programs, Alternative Resources, Child Nutrition, Bond Planning and Construction, providing guidance, training, and professional development opportunities.
- Prepare, review, and revise business department and foundation job descriptions.
- Develop training options and/or improvement plans to ensure exemplary business and foundation operations.
- Evaluate job performance of employees to ensure effectiveness.
- Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.
- Foster a collaborative and high-performing team environment.
- Evaluate and improve financial processes and systems to enhance efficiency and effectiveness.

Collaboration and Communication

- Keep the superintendent informed on the business affairs of the district.
- Work closely with the superintendent, school board, and other district leaders to provide financial insights and support strategic initiatives.
- Serve as a key advisor to the school board on financial matters.
- Communicate complex financial information clearly and effectively to various stakeholders, including staff, parents, and community members.

- Work with district personnel to project student enrollments, staffing needs, building and facility needs, energy needs, capital equipment needs, and other cost items for district and individual school improvement.

Community Relations and Governmental Affairs

- Demonstrate awareness of district and community needs and initiate activities to meet those needs.
- Engage with community stakeholders, including parents, local businesses, and government officials, to build support for the district's financial initiatives.
- Attend and participate in school board meetings, community forums, and other public engagements
- Serve as a non voting member of the BISD Education Foundation.
- Monitor, evaluate and communicate the effects of pending legislation on the District.
- Develop organization response to legislation.
- Build relationships with federal, state and local authorities, regulatory agency heads and key policymakers.
- Maintain legislative and local governmental contacts.

Mental Demands/Physical Demands/Environmental Factors:

- **Tools/Equipment Used:** Standard office equipment including personal computer and peripherals.
- **Posture:** Frequent sitting and standing; occasional bending/stooping, pushing,/pulling, and twisting
- **Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching
- **Lifting:** Occasional light lifting and carrying (less than 15 pounds)
- **Environment:** May work prolonged or irregular hours; work inside and outside (exposure to sun, heat, cold, and inclement weather), exposure to noise; occasional district wide and statewide travel
- **Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date: _____

Revision Date: 2024