

Job Description

Position Title: Chief Financial Officer
Department: Finance
Reports To: Superintendent
Compensation: Salary Commensurate with Degree and Experience
Calendar: 260 Days
Category: Standard Salary

SUMMARY

Administers the financial operation and support operations of the District to derive maximum educational dividends from the prudent expenditure of school funds.

ESSENTIAL DUTIES AND RESPONSIBILITIES *[Essential duties must be performed on site.]*

Financial Oversight

- Coordinates and supervises the preparation of the District budget with an emphasis on maximizing funds to support instructional needs and practices.
- Includes the alignment of District budget priorities to the district mission and beliefs to ensure that the use of district funds support the overall goal of student achievement and success.
- Conducts long range financial planning for the District including projection of revenues and expenditures.
- Supervises all payroll functions.
- Supervises all accounting operations of the district.
- Oversees coding of expenditures and revenues.
- Reviews purchasing card activity.
- Oversees health insurance fund.
- Provides oversight of District property/liability insurance.
- Oversight of Infinite Visions (Tyler) Financial Modules
- Monitors all financial assets maintained by the Board.

Reporting & Compliance

- Prepares Certified Annual Budget.
- Prepares all financial statements and reports pursuant to all applicable law and policy.
- Oversees the use and reporting of state and federal grant funds in the district.
- Recommends, arranges and oversees audit of all accounts and records annually by an independent and certified public accounting firm selected by the Board.
- Creates and submits the following:
 - Certified Annual Report (CAR)
 - Annual Special Education Report
 - Quarterly Federal Reimbursement Requests
 - Quarterly State Reimbursement Requests
 - Semi-Annual Special Education Invoices

- Monthly Grant Reports
- Semi-Annual Grant Reports
- Annual State Health Insurance Fund Reporting
- Quarterly IRS Reporting of Payroll Activity
- Invoices monthly tuition-in.

Other Financial Duties

- Annual Audit Oversight & Preparation
- Serves as bond officer, redeems bonds and pays interest in accordance with all applicable law and policy.
- Upon appointment, serves as the Board of Education secretary and treasurer and performs all duties related to such as required by law.
- Organizes and/or facilitates monthly budget meetings with building and departments.
- Coordinates and oversees the work of the Facilities Maintenance and Custodial Services (FMCS) department and the Food Services department .
- Monitors Master Facilities Plan.
- Manages district real property.
- Collaborates with other District departments regarding financial matters.
- Supports the collective bargaining process by preparing financial plans, reports, and data.
- Reviews and develops financial policies.
- Reports to work on a regular and reliable basis.
- *Conducts other duties as assigned.*

SUPERVISORY RESPONSIBILITIES

- Supervises the all Finance Department employees, the Director of Nutrition Services, and the Director of Facilities, Maintenance, and Custodial Services.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Required: Bachelor's Degree in Business Administration or related field.
 - Preferred: Masters Degree in Business Administration, School Administration or related field experience.
- Preferred: Five years of business or school accounting experience
- Preferred: Administrative experience in an educational setting.

MATHEMATICAL SKILLS

Ability to work with financial accounting principles. Ability to apply appropriate financial formulas for analysis of investment options. Knowledge of school finance formulas relevant to Iowa schools. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Experience with public sector finance.

LANGUAGE SKILLS

Ability to read and interpret documents such as annual education reports, education journals, achievement data reports, financial statements and budget documents. Ability to write reports of a detailed nature for various audiences. Ability to speak effectively before groups of customers or employees of the organization.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS & ABILITIES

Ability to establish and maintain effective working relationships with administrators, students, staff, the community and the media representatives. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and stand. Specific vision abilities required by this job include close vision, color vision, and depth perception. While performing the duties of the job the employee will visit various buildings and meetings. The employee will frequently lift up to 25 lbs. such as materials for presentations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. Work is normally performed indoors in regulated temperatures. The employee may be required to go from building to building or travel for meetings as needed.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.