



POSITION: Chief Financial Officer (CFO)	DBM (PAY GRADE): FNEG
DEPARTMENT/SCHOOL: Chief Financial Office	ADDRESS: 75 Calhoun Street
REPORTS TO (TITLE): Chief of Staff	ANNUAL WORKDAYS: 240 Day
POSITION CATEGORY: Non-Certified Administrator	FLSA STATUS: Exempt

POSITION SUMMARY:

To coordinate and direct the financial operations of the District in a manner that complies with all applicable laws and regulations and that represent a high degree of efficiency, effectiveness and transparency. The Chief Financial Officer (CFO) is responsible for implementing programs to assure the financial stability and health of the District and approving financial plans and budgets to support the district's vision and strategic initiatives. This position plans, organizes, controls and directs Fiscal service: Budgeting, Accounting, Procurement, Capital Projects Accounting, Payroll and Financial Operations. The CFO assures the ethical and prudent conduct of the District's fiscal affairs.

MINIMUM REQUIRED QUALIFICATIONS:

EDUCATION: Bachelor's Degree

WORK EXPERIENCE & SKILLS:

Bachelor's degree in accounting, finance or related field;

Eight (8) years of increasingly responsible management experience, including accounting/finance experience, experience in a school system or equivalent experience; OR equivalent combination of education and experience

CERTIFICATION/ENDORSEMENT/LICENSING:

Valid South Carolina Driver's License for Travel

PRIMARY POSITION RESPONSIBILITIES: (15 MAX)

- * Develops, recommends, and implements long and short-term strategic financial plans with well-defined, measurable goals and objectives in support of the school district's overarching goals and objectives;
- * Plans, organizes, controls and directs a variety of programs, projects and activities related to financial services, state and federal funding, budgeting, financial forecasting, purchasing, and contracts;
- * Participates in the development of legislation affecting school finance;
- * Develops and prepares the annual budget for assigned areas and the District as a whole; analyzes and reviews budgetary and financial data; monitors and authorize expenditures in accordance with established guidelines;
- * Provides technical expertise regarding assigned functions, formulates and develops policies and procedures;
- * Attends or chair's a variety of meetings; represents the District in collaborative/partnership/task forces with the city, county, human service agencies, institutions of higher education, business/industry, and judicial and law enforcement agencies as assigned by the Superintendent;
- * Communicates and collaborates with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information;
- * Directs preparation and maintenance of a variety of narrative and statistical reports, records and files;

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PRIMARY POSITION RESPONSIBILITIES (15 MAX), CONTINUED:

- * Employs and directs consultants for various projects;
- * Provides advice and counsel to the Superintendent, Board and others on matters pertaining to assigned areas of responsibility;
- * Attends meeting of the Board; presents and interprets financial impact of proposals as necessary;
- * Serves as a member of the superintendent's Cabinet;
- * Supervises and evaluates the performance of assigned management staff including financial services, procurement, and nutrition services; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions; plans, coordinates and arranges for appropriate training of subordinates;
- * Participates in the development of legislation affecting school finance; and
- * Values risk taking and innovation.

PREFERRED QUALIFICATIONS & OTHER SKILLS:

Advanced degree in accounting, finance, business administration, or related field;

MBA

CPA

Knowledge:

Strong Organization and direction of business, finance, and instruction-related services, business management principles and processes, budget preparation and control. Principles and practices of management. Applicable laws, codes, regulations, policies and procedures. Systems management. Leadership Ability.

SECONDARY POSITION RESPONSIBILITIES:

- * Assumes all other duties as assigned by Superintendent

SUPERVISION RESPONSIBILITY (IF APPLICABLE):

Direct Reports: 0 # of Classified Hourly 3 # of Administrators or Teachers

PHYSICAL/MENTAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee will occasionally lift and/or move up to 25 pounds such as boxes of materials. The employee will sometimes push/pull items such as furniture or boxes of materials. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, listen and/or reach with hands and arms. Specific vision abilities required by this job include close vision and distance vision.

This also includes the capacity to understand, remember, and carry out job-related instructions; maintain attention and concentration sufficient to complete assigned tasks; exercise sound judgment; manage multiple priorities; and respond appropriately to changing work demands. The position requires the ability to communicate effectively, solve problems, and interact professionally with students, staff, administrators, and the public in a variety of settings, including situations that may involve time-sensitive deadlines or heightened levels of activity.

NOTE: The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements. This job description must not be misconstrued as a promise of employment, nor deemed as an employment contract.

APPROVED BY AND REVISED DATE: Daniel Prentice 9.30.2026