



CHIEF FINANCIAL OFFICER & CHIEF PROCUREMENT OFFICER (CFO/CPO)

Supervisor: Superintendent	FLSA Status: Exempt
Department: Finance	Terms of Employment: 260 Days
Supervises: Assigned Finance, Accounting, Payroll, Benefits, and Procurement Staff	Position Type: Full-Time

Nature of Work

The Chief Financial Officer & Chief Procurement Officer (CFO/CPO) serves as the premier financial executive and statutory purchasing authority for the school district. This dual-capacity position manages the comprehensive administrative design, strategic direction, and operational footprint of the district’s financial affairs, including budgeting, benefits, purchasing, accounting, payroll, accounts payable, internal audit, warehouse operations, fixed assets, grant management, and treasury functions.

The CFO/CPO acts as the primary executive advisor to the Superintendent, Board of Education, and district administrators regarding the management, optimization, and legal expenditure of public resources. This position reports directly to the Superintendent and holds a permanent seat on the Superintendent’s Cabinet.

Core Pillars of Responsibility & Essential Duties

A. Executive Financial Leadership & Strategic Policy

- **Strategic Alignment:** Assists the Superintendent with all macro-financial matters, including developing and implementing fiscal strategies designed to accomplish the district's long-term educational and operational goals.
- **Cabinet and Board Leadership:** Serves as an active member of the Superintendent’s Cabinet. Serves as a designated member of the Board Finance Committee, preparing the formal agenda, financial packets, and executive briefings for all regular and special meetings.
- **Policy Recommendation:** Collaborates directly with the Superintendent to author and submit formal policy recommendations for School Board approval relative to finance, accounting, state/federal procurement compliance, and property disposal.
- **Advisory Council:** Regularly advises the Superintendent and school board regarding legislative shifts, economic trends, revenue shortfalls, cost projections, and budget variances to maximize the utility of district funds.

B. Procurement Administration & Chief Purchasing Authority

- **Statutory Compliance:** Reviews, interprets, and enforces state and federal laws, School Board policies, and administrative directives to guarantee the fair, equitable, and legally compliant treatment of all entities involved in the district’s procurement pipeline.
- **Procurement Process Control:** Systematically develops, implements, and audits internal controls, workflows, and procedures governing the district’s entire centralized procurement function.
- **Contract Management:** Interprets complex contract terms and conditions. Advises executive and support staff of contractual rights or exposures and holds sole administrative authority to request or approve formal amendments to, or extensions of, vendor contract terms.

- **Asset and Warehouse Oversight:** Directs the operational workflows of the district warehouse, package logging infrastructures, and centralized asset tags. Establishes strict operating procedures for the distribution, storage, or statutory disposition of district materials and obsolete public property.
- **District-Wide Capacity Training:** Develops specialized training modules, user handbooks, and procedural guidelines to conduct district-wide training sessions on state procurement processes and purchasing rules for school-site administrators and department heads.

C. Budgetary Development & Financial Reporting

- **Community-Driven Budgeting:** Commits to, designs, and executes a transparent, community-driven budget development process that engages school staff, community members, and Board members in alignment with the district's mission.
- **PSAB Compliance:** Accounts for all public funds, institutional revenue, and operational distributions in strict accordance with Generally Accepted Accounting Principles (GAAP), Government Accounting Standards Board (GASB) guidelines, and the NMPED Manual of Procedures (PSAB).
- **State Reporting:** Compiles, verifies, and submits mandatory quarterly and annual financial statements, budget adjustment requests (BARs), and regulatory reports to the New Mexico Public Education Department (NMPED), internal sub-committees, and the Board of Education.
- **Capital and Bond Forecasting:** Develops long-term financial stability plans, fiscal impact projections, and resource analyses related to general obligation bonds and override elections to ensure funding is secured for facility construction and educational maintenance.

D. Departmental Operations & Personnel Supervision

- **Personnel Management:** Directs, manages, and coordinates assigned business services staff through appropriate delegation, work supervision, and assignment of departmental tasks.
- **Capacity Building:** Provides proper technical training, professional development opportunities, continuous counseling, and coaching to assigned finance and purchasing staff.
- **Performance Evaluations:** Establishes performance objectives, holds regular staff meetings to resolve operational bottlenecks, and conducts rigorous annual performance evaluations to ensure departmental goals are achieved.

III. Minimum Qualifications

- **Education:** Master's degree from an accredited college or university in Accounting, Finance, Business Administration, or Administration.
- **Licensure:** Must possess, or be immediately able to obtain, a State of New Mexico Public Education Department (NMPED) Level I or Level II License.
- **Experience:**
 - Minimum of five (5) years of successful, progressive management experience within the public sector or K-12 public education.
 - Minimum of three (3) years of direct supervisory and administrative team leadership experience.
- **Clearances:** Possess a valid driver's license and successfully pass a comprehensive criminal background check.

IV. Preferred Qualifications

- Doctorate degree in Accountancy, Educational Finance, or Public Administration.
- Active Certified Public Accountant (CPA) License or Certified Public Procurement Officer (CPPO)

Functional Knowledge, Abilities, and Skills

Core Knowledge Base:

- Understanding of public sector fund accounting, internal audit controls, treasury mechanics, and financial risk mitigation strategies.

- Specialized command of federal and state grant frameworks, including Title programs, IDEA, and special fund accounting regulations under Uniform Grant Guidance.
- Comprehensive understanding of business and personal computers, enterprise-level K-12 financial databases, and specialized inventory tracking software.

Operational Abilities:

- Ability to research, compile, and interpret complex data variables to project enrollment trends, forecast district expenditures, and track revenue generation.
- Ability to read, interpret, and maintain absolute compliance with federal statutes, state education rules, NMPED administrative directives, and local board policies.
- Ability to communicate technical financial concepts clearly, firmly, and effectively—both orally and in writing—to elected officials, staff, unions, media, and the general public.

Environmental and Physical Factors:

Work is performed in a standard office environment. Light physical demands; frequent use of a personal computer and standard office equipment.

Work Situation Factors

Position involves competing demands, performing multiple tasks, working to deadlines, occasional work beyond normal business hours, and responding to customer issues. Regular attendance is an essential function of this job to ensure continuity of services.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Performance of this job will be evaluated in accordance with the provisions of the Cobre Consolidated Schools Board of Education’s policy on evaluation of professional personnel.

I accept this position offered and agree to the above job description.

Print Name: _____

Signature: _____ **Date:** _____

The Cobre Consolidated School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law.

Closing Disciplinary Directive

Compliance with the Code of Ethics, School Board Policy, administrative directives, and local, state, and federal regulations, rules, and statutes is an absolute requirement of this position. The CFO/CPO is mandated to adhere to relevant procurement statutes, NMPED rules, and the NMPED Manual of Procedures (PSAB) regarding strict budget accountability. Failure to safeguard the confidentiality of information pursuant to the Family Educational Rights and Privacy Act (FERPA), failure to properly manage public funds, or any violation of district policy will result in corrective action. The District utilizes a rigorous process of progressive discipline which, depending on the severity and legal exposure of the infraction, will be followed up to and including formal suspension, non-renewal of administrative contract, and termination of employment.