NAVARRO I.S.D
EMPLOYMENT OPPORTUNITIES
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Location: Navarro Central Office
Position: Chief Financial Officer
Start Date: July, 2020

Primary Purpose:
Direct and manage the operation of all financial and business affairs of the district including general accounting, payroll and budgeting. Direct and monitor the finance elements of Public Education Information Management System (PEIMS). Direct and monitor the management and investment of all district funds and ensure they are adequately protected. Serve as the financial and budget advisor to the superintendent and Board of Trustees.

Qualifications:
Education
Bachelor's degree in a business-related field or educational administration
Acceptable Criminal Background and fingerprint results
Valid Texas Driver's License

Special Knowledge/Skills:
Knowledge of school finance, budgeting, accounting systems and payroll processing
Knowledge of financial applications and accounting
Knowledge of acceptable supervisory practices
Strong organizational, communication, public relation and interpersonal skills
Proficient use of personal computer and software to develop spreadsheets, perform data analysis and do word processing
Demonstrate proficiency in use of calculator, various office machines and in file and records maintenance.
Skill in preparing accounting reports of considerable complexity, evaluating accounting problems, developing pertinent data, and recommending improved procedures
Ability to multitask and meet deadlines
Ability to interpret and implement policy and procedures
Ability to maintain accurate and auditable records
Ability to manage budget and personnel
Ability to establish, maintain and foster positive and harmonious working relationships with district staff and vendors
Must be able to maintain strict confidentiality

Experience:
Five years experience in accounting and financial management, CPA preferred
Two years experience in a supervisory position
Texas school district experience preferred

HOW TO APPLY
Complete Navarro application; attach resume, letter of intent and transcripts at:
Navarro Electronic Application System

Position Open Until Filled

An Equal Opportunity Employer
Applicants for all positions are considered without regard to race, color, sex (including pregnancy), national origin, religion, age, disability, genetic information, veteran or military status, or any other legally protected status. Additionally, the district does not discriminate against an applicant who acts to oppose such discrimination or participates in the investigation of a complaint related to a discriminating employment practice.
Job Description – Chief Financial Officer

Major Responsibilities and Duties:
Fiscal Management
1. Ensure preparation and integrity of all district general accounting records and related financial reports using accepted standards for school accounting as prescribed by the Texas Education Agency.
2. Ensure that finance operations support the goals and objectives of the Board of Trustees, the district and campuses; and they provide leadership to achieve cost-effective practices throughout the district.
3. Ensure all financial obligations of the school district (accounts payable, notes payable, bonded indebtedness and payroll) are met on a timely basis.
4. Act as financial advisor to the superintendent and Board of Trustees and keep them informed of the business affairs and financial condition of the district.
5. Maintain the district investment portfolio. Coordinate the investments of all available funds to the best interest of the school district.
6. Determine cash available for investment and payment of bills with development of a period cash flow analysis.
7. Evaluate accounting procedures, systems and controls in all district departments and recommend improvements in their design, implementation and maintenance.
8. Maintain a continuous auditing program for all funds and assist the district's independent auditors in conducting the annual or periodic audit.
9. Work with district personnel to project student enrollments, staffing needs, building and facilities needs, energy needs, capital equipment needs and other cost items for district and individual school improvement.
10. Assist with administration of the budget and development of long- and short-range objectives for the business operations of the district.
11. Administer the district’s budget and ensure that programs are cost-effective and funds are managed prudently.
12. Oversee purchasing and acquisition, fixed asset inventory and retention of financial records assuring compliance with the Texas Education Code and board policy.

Accounting
13. Prepare and enter all budget adjustments, additions, and deletions.
14. Manage investment account and bank account transfers.
15. Review and enter all cash receipts, tax collections, and cash transfers.
16. Review all purchase orders and/or check payments to verify proper account coding.
17. Prepare monthly bank reconciliations for all district accounts including student and campus activity accounts.
18. Record details of financial transactions in appropriate journals and subsidiary ledgers. Examine all computerized general ledger transactions for accuracy.
19. Reconcile general ledger accounts, posting correcting entries as necessary.
20. Prepare financial statements, income statements, and budget reports to reflect the financial condition of district.
21. Coordinate with transportation provider to prepare and submit the semi-annual transportation reports to TEA.
22. Coordinate with the Special Education department to prepare and submit annual SHARS cost reporting.
23. Compile, maintain and fill all physical and computerized reports, records, and other documents required.

Payroll
24. Review payroll earnings and deductions; make related transfers of funds.
25. Maintain in depth knowledge of monthly payroll processes as acting back up for Payroll Specialist when needed. Calculate employee wages, salaries, hours worked, overtime pay and determine withholdings, deductions and net pay.
26. Assist staff with questions and issues regarding salary, deductions related work days and related policies.
27. Develop and implement payroll procedures to ensure timely processing of payroll and the applicable payment of all benefits and payroll deductions.
28. Interface with administrators, principals, directors, and staff regarding payroll-related issues. Assist with the equitable resolution of complaints, concerns, and problems in the area of payroll.
29. Work cooperatively with Human Resources to process hiring, leave, terminations and other employment-related issues.
30. Prepare salary schedules, workday calendars and salary calculations to project and enter data for next year payroll function.

Public Education Information Management System (PEIMS)
31. Collect, integrate and format all financial data required for PEIMS submission according to PEIMS Data Standards.
32. Work cooperatively with campus offices to collect, organize, and format data required to submit district PEIMS data in a timely manner.
33. Run edits, reports and verification checks on data to ensure accuracy of information.
34. Submit complete and accurate PEIMS data in TEA prescribed format to the ESC for processing.
35. Verify data submitted to TEA and submit corrections in a timely manner.

Budgeting
36. Develop budget guidelines and coordinate preparation of the budget.
37. Provide district personnel with necessary training and assistance in the budget process.
38. Monitor school/department expenditure patterns relative to their individual budgets.
39. Coordinate with administrators in budget preparation and recommend areas for cost savings.
40. Assist in long range student enrollment forecasting to enable administration to project future budget and tax implications.
41. Prepare revenue projections based on county appraisal districts estimates for superintendent and Board of Trustees review.
42. Prepare and merge next year payroll including benefits and taxes based on projected staffing provided by the administration.

Personnel Management
43. Prepare, review, and revise business department job descriptions.
44. Develop training options and/or improvement plans to enhance the effectiveness of department operations.
45. Recruit, train, evaluate and supervise department staff and make recommendations relative to personnel placement, assignment, retention, discipline and dismissal.

Other
46. Receive incoming calls, answer questions and direct calls to the proper party.
47. Attend all school board meetings and make presentations when appropriate and/or requested.
48. Compile, maintain and file all physical and computerized reports, records and other documents required including preparing and evaluating monthly financial statements and related budget reports, preparing quarterly and final reports for all federal funds and grants.
**Supervisory Responsibilities:**
Supervise, evaluate and recommend the hiring and termination of the Business Office Staff (accounts payable, payroll and purchasing).

**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.

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress.

Occasional district and state-wide travel required.

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.