

School District Position Description

Position Title: Chief Financial Officer
Department: Administration
Reports To: Superintendent

SUMMARY: Plans, organizes, assigns, directs and reviews the financial services functions of the Evansville Vanderburgh School Corporation and participates in the planning and implementation of policies and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

Directs and reviews the administration of financial activities involving the preparation, administration, and control of the annual budget and all special fund budgets.

Directs and reviews the administration of financial activities pertaining to the budget development and administration, including maintenance of financial and position records and controls and functional supervision over financial management of student body activities in all schools.

Participates with other administrators in the formulation of district policies and plans and advises district administrators and others of the financial, procedural, and related implications of programs and proposed changes in laws, rules, policies, and procedures.

Advises board members and administrative staff regarding financially related issues pertaining to collective bargaining negotiations.

Directs, reviews and participates in the analysis of laws, rules, regulations, opinions and decisions that affect the financial activities of the district.

Directs, reviews, and participates in the analysis of investments.

Maintains regular attendance.

SUPERVISORY RESPONSIBILITIES:

Assigned personnel

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:

Bachelor's degree in accounting or equivalent; MBA and/or CPA required. Five to ten years related experience and/or training; or equivalent combination of education and experience or as determined by the board of school trustees. Previous supervisory experience required.

OTHER SKILLS AND ABILITIES:

Knowledge of:

Legal bases and sources of finances of Indiana public education.

Theory and practice of accounting, business administration, budgeting, auditing, and fiscal management, with emphasis on governmental operations.

State laws, the Accounting and Uniform Compliance Guidelines Manual for Indiana Public School Corporations, and Government Accounting Standards Board and other regulations affecting school district financial affairs.

Principles of organization, management, systems analysis, budgeting, and communications.

Concepts and applications of electronic data processing.

Ability to:

Plan and administer complex technical operations involving coordination of efforts of multiple specialized units.

Analyze present problems, identify potential problems, and develop and evaluate problem solving solutions.

Communicate effectively in writing and orally with persons at various levels of understanding.

Analyze financial and statistical data, make appropriate projections, and make or recommend decisions as indicated.

Maintain the accuracy and currentness of records and reports, while meeting regular and special demands for data.

Make effective public presentations of complex data and plans.

LANGUAGE SKILLS:

Ability to read, analyze and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public. Ability to effectively present information to administrators, top management, and board of school trustees.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent, and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to work with mathematical concepts such as algebra, probability and statistical inference. Ability to apply financial concepts such as compound interest, time value of money, tax rates, and discounts.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to deal with a variety of concrete variables in situations where only limited standardization exists.

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, stand, walk, talk, see and hear. The employee must be able to see and read close work, such as typed or handwritten material and have good depth perception. The employee must be able to hear conversation in a noisy environment and to communicate through speech. The employee is occasionally required to climb, balance, stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to fifty pounds. The employee must be able to push items weighing up to fifty pounds.

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 may vary depending upon the daily activities within the work environment, such as the number of people in the office. The work environment is frequently interrupted as the employee must meet multiple demands from many people. The employee must constantly work to meet deadlines. The employee is exposed to CRT's.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) 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.

Approved by board agenda