



## CHIEF FINANCIAL OFFICER

Rev. May 2026

**Job No.:** 1401

**Reports to:** Deputy Superintendent of Administrative Services

**Dept./Campus:** Financial Services

**FLSA Status:** Exempt

**Pay Grade:** 104

**Term:** 226 Days

### PRIMARY PURPOSE:

To provide executive leadership for financial operations of the district. Serves as the District financial advisor in the development and maintenance of annual budget and long-range financial projections, planning and analysis of current programs, support systems, and expenditures. Recommends and implements legally sound and effective management programs, policies, and practices. Responsible for the strategic planning and implementation of all financial programs.

### ADMINISTRATOR COMPETENCIES

- **Creative Visionary** who is passionately focused on affecting change and has the ability to merge data and fact with intuition, imagination, and innovation in an effort to realize the possibilities rather than be content with the probabilities.
- **Dedicated Professional** who creates a supportive environment by modeling and expecting autonomy and accountability; who exemplifies ethics; who accepts and values the differences of others, exhibits empathy, and who has a sense of human wisdom, courage and compassion.
- **Inspiring Catalyst** who motivates and empowers others to become leaders and risk takers, and who acknowledges expertise, celebrates successes, and honors the lives of others.
- **Life-long Learner** who perpetuates self-motivated learning, and effectively drives transformation with continuous monitoring, evaluating, and adjusting.

### MAJOR RESPONSIBILITIES AND DUTIES

- Provide strategic consultation and serve as the chief financial advisor to the Superintendent and Board of Trustees.
- Assist the Superintendent and other members of the executive staff in formulating a sound financial plan for the district and ensure resources are provided for district priorities related to the mission.
- Develop and implement financial strategies regarding investment programs, debt management, budgeting, resource allocation, tax collection, and all other financially related duties to secure the best financial position possible given the constraints of law, regulation, policy, funding, and district priorities.
- Develop a budget planning process and timeline that supports the Superintendent's responsibility to prepare an annual budget for presentation to the Board of Trustees.
- Provide financial, legislative and business information to improve public awareness of District position and policies.
- Collaborate with the Chief Human Resources Officer to increase system alignment between departments.
- Direct accounting/financial operations of the District including payroll, accounts payable, purchasing, accounting, tax collections, budget development and monitoring, budget hearings, debt management, investment programs, and external audit coordination.
- Responsible for debt service and capital fund management.
- Oversee the compilation, maintenance and filing of all reports, records, and other documents related to operating and financial affairs of the district, as required.

- Oversee the projection of revenue and expenditures, preparation of prospectus for bond sales, and management of district investment portfolio.
- Develop and implement internal controls to assess and manage financial risk, and to protect the District from fraudulent financial transactions.
- Oversee the communication and management of services provided by outside financial firms or professionals.
- Work collaboratively and effectively with the Superintendent's cabinet and other District staff, as appropriate, to compile district, campus, and program budgets and cost estimates based upon documented program needs.
- Review grants prior to their submission to assure alignment with district programs and for financial accuracy.
- Oversee the process for approval of all district's fundraising requests and maintain database.
- Demonstrate regular and prompt attendance.
- Perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

- Oversee all Budget, Finance, and Business staff.

**GENERAL QUALIFICATION GUIDELINES**

**Education/Certification/Experience:**

- Bachelor's degree in accounting, Business Administration, or related field of study required. Master's degree in business administration or related field of study preferred.
- Certified Public Accountant (CPA) preferred.
- Progressively responsible experience in school business and finance administration. Supervisory experience required.

**Knowledge/Skills/Abilities:**

- Knowledge of federal and state financial reporting regulations, and policies and procedures; financial accounting, budgeting, control, and reporting principles, methods, techniques, and standards as applied within an educational environment; advanced accounting and financial analysis principles and techniques; computerized information systems used in educational, financial and/or accounting applications; and human resource hiring and supervisory principles and practices.
- Skill in analyzing and interpreting financial data and preparing financial reports, statements, and/or projections, and provide consultation and recommendations; delivery of services throughout the learning community, assigned area, and customers; leading efforts to design, implement, measure, and improve programs and services; implementing communication and collaboration between and among various areas of the organization to enhance service delivery, program development, and customer satisfaction; planning, organizing, implementing, evaluating, modifying financial programs, informational support systems and processes, and overseeing the work of others; communicating effectively, both orally and in writing; and interpreting regulations and/or applicable laws.
- Ability to work extended and irregular hours; solve complex problems and build consensus; develop and implement long-range plans; prioritize and organize work responsibilities and delegate appropriate departmental tasks effectively

**Mental/Physical/Environmental Demands**

*The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.*

- Often operates a computer and other office productivity machinery (i.e., a calculator, copy machine, and computer printer).
- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand opposing points of view on highly complex issues and to negotiate and integrate different viewpoints.
- Ability to organize and prioritize work schedules of others on long-term basis.
- Ability to make decisions which have significant impact on the department's credibility, operations and services.
- Ability to formulate complex and comprehensive materials such as legal documents, authoritative reports, official publications of major scope and impact and to make formal presentations.
- Ability to compute, analyze and interpret numerical data for reporting purposes.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- May work prolonged or irregular hours.
- Frequent districtwide, statewide, and out-of-state travel.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.