

PEORIA PUBLIC SCHOOL DISTRICT 150

Job Description

POSITION TITLE: Chief Financial Officer

DEPARTMENT: Finance

REPORTS TO: Superintendent of Schools

SUPERVISES: Departments as defined in the Administrative Organizational Chart

POSITION GOAL: Direct all accounting, computer services, business and financial affairs of the school system consistent with the District Strategic Plan

PERFORMANCE RESPONSIBILITIES:

1. Attends Board of Education meetings and prepare such reports as requested by the Superintendent.
2. Advises the Superintendent in financial planning and strategic planning.
3. Supervises the preparation of the annual budget and develops procedures for budget control. Oversees all details relative to the preparation of the annual budget, including projecting revenues and expenditures in the preparation of the budget.
4. Oversees the general accounting and co-ordinates the annual independent audit. Accounts for the proper receipt and disbursement of all funds in manners consistent with regulations of relevant state and county agencies and applicable Board of Education policies and administrative regulations.
5. Prepares and supervises accounting procedures as new programs are established.
6. Oversees food service operations.
7. Prepare the annual tax levies and supporting. documentation.
8. Monitors cash balances and manages all investments made by the District.
9. Communicates and confers with city, county, state and federal agencies concerning matters related to the functions of the Treasurer's office.
10. Establishes and maintains an effective management information system for use in evaluation and control of the operation of the Treasurer's office. Integrates role of Treasurer into the overall operation of the district, effectively serving as a member of the management team, and providing advice and counsel to the Board.
11. Obtain all long-term and short-term financing as needed by the District.

12. Assists superintendent and Board in determining needs for operating levies and bond issues; oversees all necessary details in placing the issue before voters in the manner specifically prescribed by law.
13. Oversees the sale of bonds and/or issuance of notes; establishes and maintains suitable, accurate records which reflect bond and coupon redemption activity.
14. Recommends and obtain all necessary insurance as needed by the District.
15. Represents the District in all matters pertaining to the Public Building Commission.
16. Manages the real estate programs for the District.
17. Assists with the development of business contracts between District 150 and agencies and others as directed by the Superintendent.
18. Serves as the administrative chair for the District's Administration/Labor Insurance Committee to establish and review the District's Medical/Dental programs.
19. Serves as the final level of appeal on all grievances for Maintenance, Transportation, Clerical, and Cafeteria, and Paraprofessional unions prior to arbitrations.
20. Supervises Skyward Support Staff responsible for the integrity and accuracy of the Skyward accounting system
21. Oversees all Food Service Department operations.
22. Responsible for processing invoices related to District Health Clinic.
23. Serves as the manager of the District's Risk Management Plan.
24. Develops a comprehensive long term plan and a detailed annual plan to guide the operation of the finance office; meets on a regular basis with subordinates to evaluate implementation of the plan and make adjustments when necessary. Evaluates and provides direction in staff development for the Finance Department.
25. As Building Manager, supervises all custodial staff assigned to the Administration Building.
26. Coordinates with custodial staff for Administration Building operation times for special and scheduled events.
27. Performs such other duties and assumes such other responsibilities as assigned by the Superintendent of Schools.

KNOWLEDGE AND CRITICAL SKILLS:

Financial and accounting expertise

Strategic planning expertise

Familiarity with risk management plan

Familiarity with implementation of insurance plans

Knowledge of collective bargaining contracts, Board of Education policies, *Illinois School Code and Labor Laws*.

EXPERIENCE:

Type 75 or 77 administrative certification preferred.
Experience in school finance and accounting functions.

ENVIRONMENTAL CONDITIONS:

Office work environment

PHYSICAL DEMANDS:

Light lifting

ADA:

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

TERMS OF EMPLOYMENT:

12 months

EVALUATION:

Completed by the Superintendent and the Board of Education