



# Job Description

<b>Job Title:</b>	Chief Financial Officer
<b>Position Title:</b>	Chief Financial Officer
<b>Function:</b>	District Management
<b>Family:</b>	District Administration
<b>Reports to:</b>	Superintendent

<b>Terms of Employment:</b>					
<b>Pay Grade:</b>	E25	<b>Minimum Salary: *</b>	\$132,772	<b>Mid-Point Salary:</b>	\$156,204
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the <a href="#">Compensation Resource Manual</a> . Annualized pay may be pro-rated based on actual start date.					
<b>Minimum Work Days:</b>	230	<b>Type of Assignment:</b>	Full-Time; Exempt	<b>Contract Type:</b>	Non-Chapter 21
<b>Funding Source:</b>	This position is locally funded.				

## Job Scope

Oversees daily operations of multiple departments or campuses within a specific segment of the district. Develops long- and short-term strategies and oversees implementation of them. Responsible for implementing cost saving procedures while increasing performance using multiple inputs and measuring outputs. Will adhere to the execution of district-wide policies, procedures and programs. Manages multiple development and planning matters within scope of direction.

## Position Summary

The Chief Financial Officer provides leadership to the financial services department to ensure attainment of district goals and objectives of the department.

## Essential Functions / Key Responsibilities

1. Provides leadership, coordination, direct supervision and professional guidance over the department heads and their staff members for the Financial Services department. Responsible for planning, coordinating, monitoring, evaluating and recommending improvements to the district’s financial services, and ensures cost savings procedures are in place and executed in compliance to district wide policies.
2. Responsible for the management of the school district’s financial responsibilities associated with bond construction.
3. Reviews and provides recommendations for all district contracts for goods and services.
4. Provides oversight for the investment of district funds and ensures compliance with district cash management policies and guidelines.
5. Responsible for the receipt and disbursement of district funds and prepare financial statements and reports.
6. Assists in conducting the district’s elections and the coordination of activities between the school district and Bexar Appraisal District.
7. Ensures the financial services department is in compliance with Texas Education Agency Financial Accountability System.
8. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.



## Job Description

### Minimum Requirements

- Bachelor's degree from an accredited college or university in Business, Finance, or Accounting
- 10+ years progressive experience in Finance, Accounting, or a related function
- 5+ years of experience in accounting, budgeting, finance, inventory systems, investments, payroll, purchasing or related functions
- 8+ years supervisory experience in a leadership capacity
- Certified Public Accountant Licensure
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee

### Preferred Qualifications

- Master's Degree from an accredited college or university in Business, Finance or Accounting
- 8+ years supervisory experience in a leadership capacity in a school district
- 5+ years of successful experience in business management within the last eight years.
- 3+ years as a Director, Assistant Director or Department Head in a business services department

### Knowledge, Skills & Abilities

- Effective communication skills, both oral and written, with diverse groups of individuals utilizing tact and diplomacy
- Experience in planning, developing and implementing sound business procedures.
- Demonstrated ability to work collaboratively with multiple departments and agencies.
- Demonstrated ability to motivate staff members.
- Demonstrated ability to direct the efforts of the staff to focus on organization priorities.
- Demonstrated ability to allocate resources efficiently and effectively.
- Knowledge of state and federal regulations as they relate to finance.
- Knowledge of governmental accounting.
- Evidence of continuing professional development
- Management style compatible with position

### Working Conditions

#### Work Environment:

- Frequent district-wide and occasional statewide travel.
- Maintain emotional control under stress.
- Work with frequent interruptions.
- May be required under specific circumstances to provide physical restraint of students in danger causing harm to themselves or others.
- Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.), work outside, work around moving objects or vehicles, work on uneven surfaces, work alone, work prolonged or irregular hours



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### Physical Demands/Requirements:

- Frequent: Sitting, standing, walking, climbing stairs and/or ramps, balancing, stooping, kneeling, crouching, crawling, pulling, pushing, reaching, repetitive hand motions, hearing, speaking clearly, visual acuity, driving, traveling
- Occasional: Lifting, moderate, 15-44 pounds; carrying, moderate, 15-44 pounds

### Supervisory Responsibilities / Direct Reports

- Supervise assigned personnel

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Printed Name: \_\_\_\_\_

Date:

Employee Signature: \_\_\_\_\_