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Job Title: Chief Financial Officer

Reports To	Superintendent	Job Code Number	300099
Office Location	Education Administration	Exempt/Non-Exempt	Exempt
Contract Length	12 months	Pay Grade	E84
Driving Position	No	Underfill	No
ASRS	No	Last Updated	01/08/2018

Definition:

Under the general supervision of the Superintendent, the Chief Financial Officer, plans, directs, and coordinates the activities relating to accounting, grant management, fiscal reporting, audit management, debt management, cash management, investments, and risk management for the Education Division. Provides fiscal management for the Education Division including Community Schools and other education programs. Develops procedures and oversees operations to ensure that organization management, Education Board, the Arizona Department of Education and various funding agencies are provided with timely and accurate consolidated financial information and reports. Prepares and provides presentations management to the Education Board on the financial activities of the Division. Recruits, trains and manages staff. Work is performed in accordance with the Government Accounting Standards Board (GASB), AICPA Statement on Auditing Standards (SAS), Arizona State Board for Charter Schools proscribed procedures, and broad policies as adopted by the Education Board which holds the Financial Operations Officer responsible for the effectiveness of division fiscal programs. Responsible for the oversight and support of Food Services, Transportation and Safe and Secure Schools Departments.

Primary Job Functions:

Primary functions may include the following tasks, knowledge's, abilities, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not intended to be a comprehensive listing of tasks performed by all positions within this classification



Job Duties:

1. **Financial Reporting:** Manages the development of financial reports:
 - Oversees and manages the formatting, preparation, consolidation, publication and printing of financial reports for Community Schools, the Education Board and banking institutions including but not limited to: Community Schools' Consolidated Financial Report; grant funding agency fiscal reports; details and ratios for the Education Division Quarterly Reports.
 - Schedules and coordinates compilation and reconciliation of financial data for inclusion in monthly, quarterly, and annual consolidated financial reports; and, enforces consistent standards for elimination of adjusting entries.
 - Analyzes and reviews financial statements, records and reports for irregularities or reporting violations.
 - Prepares Comprehensive Annual Financial Report (CAFR); Single Audit OMB A-133; State Legal and Procurement Questionnaires.
 - Assures compilation and maintenance of backup schedules and documentation of the financial information that is included in the Community School's annual audited financial reports.
 - Provides the Tribal Government's Finance Department with financial information and data necessary to accurately maintain the Government's financial records and financial statements.
 - Develops ad-hoc financial statistics and undertakes analytical projects.

2. **Closing of Books:** Manages monthly and annual closing of the books:
 - Ensures that the Community Schools' books are closed within ten (10) business days following the end of the month.
 - Reviews and approves all journal entries prepared by the Community Schools' fiscal staff.
 - Ensures that all balance sheet accounts are reconciled on a monthly basis and that reconciling items are recorded by the beginning of the following month.
 - Works with Government Finance staff to ensure accuracy of Due to/from and Transfers balances
 - Reviews a monthly Grant Activity Schedule to ensure timely spending and management of grants.
 - Reviews financial statements and records on a monthly basis to ensure that financial reports accurately reflect the true financial status of the Education Division.
 - Minimizes audit adjustments by ensuring accuracy of data contained in the trial balance on a monthly basis.
 - Keeps the Superintendent and Education Board informed of problems and concerns impacting the cash flow of the Education Division by performing financial analysis and tests.

3. **Audits:** Manages audit plan/s on behalf of Community Schools, both annual and programmatic:
 - Manages compilation and preparation of data and documents for external auditor including maintenance of audit plans and checklists.
 - Assures timely and accurate provision of "prepared by client" (PBC) documents to auditors.
 - Responds to auditor inquiries and reviews and approves all information before it is provided to the auditors.



- Manages the resolution process to assure that any audit findings are resolved in an adequate and timely manner.
 - Signs the management REP let.
4. *Policies and procedures/compliance:* Manages development of Education Division fiscal policies and procedures:
- Manages the development, refinement and documentation of procedures related to financial transactions, reporting, and internal controls for the Education Division in concert with overall Tribal Finance business systems.
 - Monitors and ensures compliance with federal, state and tribal financial reporting standards and guidelines including BIA, State of Arizona, DOL and other grant reporting requirements.
 - Maintains and updates as necessary proper documentation of control activities as specified in SAS 104-111, or as recommended by Treasury's Senior Compliance Analyst, Internal Audit, or External Audit.
 - Ensures adherence to overall Tribal Government policies and procedures that apply to Community Schools, including, but not limited to the Procurement Policy, the PCard Policy and the Travel and Entertainment Policy.
 - Assures compliance with all applicable Government Accounting Standards (GAS); Generally Accepted Accounting Principles (GAAP); and with grant contract provisions.
 - Directs the planning, organization, and implementation of overall procedures for fiscal reporting and administration, purchasing, risk management, cash management, investments and external audit management within the parameters of overall SPRMIC systems.
 - Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
 - Directs, plans, and coordinates the inventory and disposal of fixed assets.
5. *Presentations:* Prepares and presents complex financial materials:
- Makes presentations to management, the Community Council, Education Board and/or the public regarding consolidated financial reports, or as the need arises
 - Ensures the Assistant Director for Business Services, Director and Education Board are promptly notified of adverse financial results and trends impacting cash flow or ability to repay debt.
6. *Special Projects:* Assists the management team in a variety of ad hoc projects as required:
- Works with the Education management team to develop departmental and division specific strategic plans.
 - Provides assistance with public relations related to financial accountability, governmental relations and planning as necessary.
 - Directs and participates in management studies, and reports on complex financial analysis and organizational and administrative policies.
 - Provides support for the evaluation, consolidation and communication of the Education Division 20-Year Cash Flow projection information.



- Works with the Community's Retirement Benefit Compliance & Advisory Committee and Risk Control - Committee on benefits and risk management matters, respectively.
- Fills in leadership gaps as needed.
- Provides project management for identified projects.
- Complete non-finished/non-owned projects as necessary.
- Implement and monitor organization structure enhancements and department goals.
- Assist in developing department goals and strategies.
- Designed plan for teacher step recovery (compensation) including financial impact review.
- Assist in developing agenda guidelines to guide the division in open meeting law.
- Develop guidelines for the division to meet ASRS and all other retirement plans.
- Design and implement old and current prop 301 performance and base pay plans.
- Perform annual risk assessment.
- Collaborate with executives and site staff to review test data, curriculum, and student work to facilitate the development of action plans to improve student achievement.
- Identify, collaborate and facilitate partnerships with school improvement specialists with a focus on improved student achievement and outcomes.

7. Supervision and Mentoring: Manages assigned fiscal staff:

- Plans, organizes, directs and controls fiscal and internal control functions and staff.
- Assures clear communication of fiscal and internal control procedures and principles to non-fiscal staff who participate in fiscal business systems and processes.
- Develops performance standards, plans and conducts evaluations of fiscal staff subject to Superintendent approval. Supervision includes: mentoring staff to achieve technical and customer service skills; monitoring staff effectiveness; recognizing achievements; and, correcting performance deficiencies as required.
- Trains and familiarizes fiscal staff on procedures and techniques for utilizing reporting formats to document and record financial data and related entries.

Required Knowledge, Skills and Abilities:

As a key element of this position, the individual must possess leadership and management skills which are documented and demonstrated and must be able to display the ability to know when to utilize the necessary skills. The individual must also possess the ability to team build, team participate and facilitate. The individual must have a demonstrated ability to work with diversity and with a wide range of external agencies as a contributing team player.

Leadership:

- ☞ Proactive Leader- works effectively without close supervision.
- ☞ Strong communication abilities, able to collaborate and be a team player. Values Community engagement, brings a spirit of enthusiasm and energy to the Division.
- ☞ Demonstrates the core value of Respect for all individuals.



- ☞ Strong values which include; Integrity, Excellence, and a Focus on Learning.
- ☞ Presents a positive image of the Division and self.
- ☞ Motivates, inspires, and moves other adults to action to achieve ambitious goals
- ☞ Skilled at re-envisioning, building, and managing a team, especially in a time of growth and change; excellent at identifying talent and taking advantage of each person's skills and contribution to team effort.
- ☞ Builds and maintains positive relationships with individuals and groups.
- ☞ Moves groups to consensus and resolves conflicts. Exhibits willingness to have difficult conversations.
- ☞ Builds coalitions and works collaboratively with diverse stakeholders at all levels, including but not limited to division staff, students, families, the Community, and/or advocacy groups
- ☞ Establishes clear expectations, deliverables and deadlines.
- ☞ Sets clear agendas and facilitates effective meetings.
- ☞ Ability to train, supervise and evaluate staff from different cultural backgrounds and skill sets.

Planning:

- ☞ Understands how various systems / departments interact to achieve the long term goal.
- ☞ Makes decisions using data and technology.
- ☞ Takes initiative to solve problems and create stakeholder buy-in.
- ☞ Identifies and prioritizes mission critical issues with alignment of people, time and resources.
- ☞ Offers innovative solutions to seemingly intractable problems.
- ☞ Exhibits strong focus on goals and results. Sets clear metrics for success.
- ☞ Assist with targeted outreach efforts for recruitment in accordance with SRPMIC hiring preference policy.
- ☞ Assist the Education Division's departments in implementing the Division's strategic plan.
- ☞ Excellent interpersonal skills in the areas of creating a problem solving environment, conflict resolution and decision-making processes.
- ☞ Ability to forecast and project needs based various data sources.
- ☞ Utilize good organizational skills for planning and developing.
- ☞ Ability to create, monitor and adjust department goals aligned to Education Division goals and priorities.
- ☞ Demonstrates excellent execution and project management skills, including attention to detail, organizational skills, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines.

Management:

- ☞ Demonstrates knowledge and good judgment in matters of education policies and procedures.
- ☞ Follows through to completion on assignments and tasks.
- ☞ Utilizes sound, best practices for management skills.
- ☞ Able to work evenings and weekends, as needed.



General Duties

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit. Performs other job related duties as assigned by the Superintendent, Community Manager, Community Treasurer, the Education Board and the Community Council.

Knowledge, Abilities, Skills, and Other Characteristics:

A willingness to learn and understand:

- History, culture, traditions, and customs of the Salt River Pima-Maricopa Indian Community or a willingness to learn.

Knowledge of:

- All of Education Division Policies and most of the Procedures; GAAP; GASB; State Laws for Charter Schools; Federal regulations for BIE grant schools; OMB-A87 and A133; and SAS.
- School system operations.
- Fiscal reporting requirements under a local government.
- Grant management principles and practices.
- Principles and practices of Generally Accepted Accounting Principles (GAAP), Financial Accounting Standards (FAS) and Government Accounting Standards (GAS).
- Asset management.
- Purchasing and materials management.
- Federal, state, city and Community governmental and non-governmental agencies.
- Microsoft Office Suite applications and PeopleSoft HRMS.
- Uniform System of Financial Records for Arizona School Districts

Skilled in:

- Establishing and maintaining effective working relationships with Education Division staff, Community members, Education Board, Tribal Government, or staff as well as with outside entities.
- Developing, revising and implementing finance/accounting-oriented best practices and procedures.
- Understanding and applying complex policies, procedures, rules, regulations and guidelines.
- Applying auditing and accounting methods and techniques particularly for consolidation of entries for financial reporting.
- Mathematical computations.
- Verbal and written communication.
- Maintaining confidentiality and using discretion in dealing with sensitive information.
- Time management
- Establishing and maintaining effective working relationships with management staff, employees, SRPMIC Community members, regulatory agencies, co-workers, as well as outside resources.
- Data compilation and analysis.



- Organizational skills.
- Presentation and facilitation.
- Complex problem-solving.

Ability to:

- Plan, organize, and direct activities related to activities of staff dealing with financial reporting and accounting, purchasing, and cash management.
- Operate a personal computer and applicable software, utilize databases and develop new models, reporting mechanism, etc. as needed.
- Communicate verbally and in writing with customers, clients, members of the public, outside entities, administrative staff and co-workers.
- Produce written documents in a timely manner with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Work cooperatively with others.
- Supervise staff, evaluate performance and develop goals.
- Analyze data, draw logical conclusions, and make sound decisions.
- Maintain accurate records and prepare appropriate reports.
- Create and maintain a climate of respect.
- Ability to facilitate change and effectively embrace change management.
- Effectively utilize a computer and related software, including, but not limited to Microsoft Office Suite to fulfill job requirements.

Minimum Qualifications:

Education and Certification: A Bachelor's degree from an accredited college or university in Finance, Accounting, Public Finance Administration, Business Administration or closely related field. **Certified Public Accountant certificate is preferred.**

Specific Job Related Experience: A minimum of 6 years progressively responsible and extensive experience in financial reporting, finance, financial analysis and administration, accounting or auditing.

- 2 years of government (municipal) accounting or finance experience required.
- 3 years of demonstrated successful supervisory experience is preferred.
- Knowledge of Oracle, PeopleSoft or comparable ERP system is preferred.

Equivalency- Any equivalent combination of education and experience that would allow the candidate to satisfactorily perform the duties of this position, may be considered.



Terms of Employment: This position is treated as a *full-time exempt position scheduled for 40 hours per week.*

**Must be able to pass a Pre-Employment Drug Test and extensive Fingerprint and Background Check.
Employee is Subject to Random Drug Testing and completion of a Background Check every five (5) years.**

Employment preference is given in the following order:

1) Qualified Community Member 2) Qualified Native American, and 3) Other Qualified Applicant.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.