

ST. CHARLES PARISH PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE: CHIEF FINANCIAL OFFICER

QUALIFICATIONS: Bachelors in Accounting, Finance, Business Administration, or equivalent; Certified Public Accountant (CPA) required; Minimum of five (5) years of professional experience in governmental accounting, auditing or related field, including at least three (3) years in a supervisory and/or administrative capacity. Public School system administrative experience and School Business Official Certification through LASBO preferred.

REPORTS TO: Superintendent

SUPERVISES: Business Manager, Senior Secretary, Payroll Manager

PERFORMANCE RESPONSIBILITIES

1.0 MANAGEMENT AND PLANNING

- 1.1 Assumes responsibility for budget development and long-range financial planning.
- 1.2 Prepares annual budget recommendations for the Superintendent.
- 1.3 Acts as advisor to the Superintendent on the system budget and all other business and financial operations.
- 1.4 Completes tasks and adheres to timelines relative to tax referendums (millages, bond issues, etc).

2.0 ADMINISTRATION AND SUPERVISION

- 2.1 Supervises a program of accounting, investing, and reporting the financial affairs of the district.
- 2.2 Supervises budget implementation and acts as budget control officer.
- 2.3 Submits quarterly financial statements to the Superintendent indicating status of the budget and financial condition of the system.
- 2.4 In coordination with appropriate personnel, negotiates contracts in accordance with local, state and federal guidelines.
- 2.5 Supports the work of persons responsible for internal auditing, risk management and tax collections.
- 2.6 Identifies grants to support the school system priorities.
- 2.7 Serves as an advisor to the foundation.
- 2.8 Collects, records, and disburses public funds and invests idle funds in accordance with applicable state laws.
- 2.9 Supervises, appraises and evaluates personnel in the business office.

3.0 ACCOUNTING

- 3.1 Supervises the business department, including the financial and business accounting operations of the school system involving budget preparation, payroll, retirement, purchases, and capital outlay-both income and expenditures.
- 3.2 Supervises the development of monthly and annual financial reports for schools, programs and departments as required by the Superintendent.
- 3.3 Prepares financial reports as required by state and federal agencies having jurisdiction over public school funds.
- 3.4 Supervises the financial affairs of the district, including disbursement of funds, accounting and reporting procedures, and long-range internal planning.
- 3.5 Maintains general, revenue and appropriations ledgers on an encumbrance basis.
- 3.6 Recommends new accounting methods as desirable and necessary.
- 3.7 Submits a monthly report of accounts payable to the Superintendent.
- 3.8 Assists auditors at all levels in completion of audits.
- 3.9 Communicates with technology department as it relates to financial software.
- 3.10 Reviews procedures in all business office areas and identifies opportunities for improvement.

4.0 BUDGETING

- 4.1 Compiles necessary accounting information for the preparation of the fiscal budget.
- 4.2 Assists the Superintendent in preparing a program of budget control.
- 4.3 Establishes procedures for distribution of school funds.
- 4.4 Establishes guidelines, timelines and approval process for departmental budgets.
- 4.5 Prepares reports to the Louisiana Department of Education concerning the status of their budgetary accounts and to guard against the overspending of any budgeted account.
- 4.6 Provides research information with which the Superintendent can base financial decisions.
- 4.7 Develops a budget that reflects funding decisions based on the district's vision, goals, curriculum needs, evaluation results, and long range strategic action plan.

5.0 SCHOOL AND COMMUNITY RELATIONS

- 5.1 Maintains effective district community relations and interprets the financial concerns of the district to the community.
- 5.2 Performs such tasks that may from time to time be assigned by the Superintendent.

6.0 PROFESSIONAL DEVELOPMENT

- 6.1 Improves personal performance and leadership skills through professional development opportunities, coursework, and/or professional association to ensure continued personal development/growth and District improvement.
- 6.2 Participates in state and national organizations related to job responsibilities.
- 6.3 Develops and implements a professional growth plan related to job responsibilities and aligned with District priorities and plans for own professional growth and continuing education.
- 6.4 Remains familiar with current practices and research within assigned responsibilities and applies practices for improvement.
- 6.5 Keeps abreast of state and federal legislation and its impact on the school system budget.

7.0 PROFESSIONAL ENGAGEMENT

- 7.1 Consistently demonstrates customer excellence standards.
- 7.2 Promotes and supports a culture of inclusion, diversity, dignity, and fairness for all stakeholders.
- 7.3 Minimizes bias in self and others and accepts responsibility for his/her own actions.
- 7.4 Develops and maintains a safe and caring environment for all of our customers.
- 7.5 Accepts and recognizes the value of the contribution of others.
- 7.6 Treats all stakeholders in a respectful and helpful manner.
- 7.7 Uses verbal and non-verbal communication in a manner respectful of others.
- 7.8 Displays confident posture and maintains self-control.
- 7.9 Uses active listening skills.
- 7.10 Demonstrates positive support through actions and words as an ambassador of the schools and district.
- 7.11 Writes and speaks clearly and concisely so that the message is understood.
- 7.12 Maintains communication with immediate supervisor, keeping him/her informed of problems, concerns, and significant developments.

- 7.13 Accepts and uses constructive feedback.
- 7.14 Demonstrates skill in giving and receiving feedback.
- 7.15 Develops leadership and responsibility in colleagues and students if applicable.
- 7.16 Makes wise and appropriate decisions after identifying and analyzing relevant information.
- 7.17 Identifies problems and issues and works collaboratively to contribute ideas and find solutions.
- 7.18 Uses proper administrative procedures for making requests and resolving conflicts.
- 7.19 Cooperates with building and district staff in planning and evaluation.
- 7.20 Attends and constructively participates in meetings and professional development activities.
- 7.21 Dresses for success according to job responsibilities.
- 7.22 Follows directives as assigned by supervisor.
- 7.23 Cooperates with administration in the performance of additional duties.
- 7.24 Completes tasks, reports, and document accurately according to specified timelines and expectations.
- 7.25 Adheres to district guidelines relative to attendance. Regularly reports to work on time and works additional hours when deemed necessary.
- 7.26 Adheres to ethical, legal and professional standards.
- 7.27 Refrains from revealing confidential information.
- 7.28 Adheres to laws, Board Policies and Procedures, administrative rules, practices, and guidelines and applies all fairly, consistently, wisely, and compassionately.

My signature indicates that I have been informed that the evaluation of my job performance is controlled by the St. Charles Parish Personnel Evaluation Plan and that a copy has been made available for my signature.

Signature

Date