Job Title: Chief Financial Officer | **Exemption Status: Exempt**

Reports to: Superintendent | **Date Revised:** June 2023

Dept./School: Division of Finance | **Pay Grade:** 115

Primary Purpose:
Responsible for overseeing all financial and business affairs related to managing and directing the district's budget, accounting, payroll, purchasing, debt management, and financial reporting functions. Provide leadership for the district's financial services to ensure financial stability, accountability, and transparency. Serve as chief financial advisor and budget advisor to the superintendent and board of trustees.

Qualifications:

Education/Certification:
- Bachelor's degree in business, accounting, or other related fields
- Master's or Doctorate preferred
- TASBO Certification or Texas Mid-Management Certification
- Certified Public Accountant (CPA) license preferred

Experience:
- Minimum of five (5) years of financial management experience
- Minimum of ten (10) years of Texas public school financial management or administrative experience preferred
- Minimum of three (3) years with supervisory responsibility in the fields of finance or accounting

Special Knowledge/Skills:
- Advanced knowledge of school finance, budgeting, accounting systems, and economics
- Knowledge of information/data processing systems and financial applications
- Ability to resolve conflict, listen, and appropriately respond to concerns
- Demonstrated leadership skills
- Ability to manage budget and personnel
- Ability to implement policy and procedures
- Ability to interpret data
- Excellent communication, public relations, and interpersonal skills

Major Responsibilities and Duties:

Financial Management
1. Ensure the preparation and integrity of all district general accounting records and related financial reports, in accordance with accepted standards for school accounting prescribed by the Texas Education Agency.
2. Oversee the development, implementation, monitoring, and forecasting of the district's budget and financial policies.
3. Monitor budget variances and oversee budget adjustments.
4. Manage the district's debt and investment portfolios, including bond issuance and other financial activities.
5. Act as financial advisor to the superintendent and board of trustees, keeping them informed of the district's financial condition.
6. Supervise and coordinate the investment of all available funds in the best interest of the school district and ensure that these funds are adequately protected against loss at all times.

7. Ensure that all financial obligations of the school district (accounts payable, notes payable, bonded indebtedness, and payroll) are met promptly.
8. Implement and maintain internal control procedures to safeguard assets and the reliability of accounting data, promote operational efficiency, and ensure adherence to prescribed procedures.
9. Oversee the auditing program for all district funds and work cooperatively with the district's independent and internal auditors in conducting periodic audits.
10. Administer the business office budget and ensure that programs are cost-effective and funds are managed prudently.

Policies, Reports, and Law

11. Review and recommend appropriate policies, administrative regulations, and administrative practices for the areas supervised.
12. Implement the policies established by federal and state laws, State Board of Education rules, and local Board policy in the areas assigned.
13. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including preparing and evaluating monthly financial statements and related budget reports, preparing quarterly and final reports for all federal funds and grants, developing semi-annual financial information for submission of data to TEA, and preparing and publishing a comprehensive annual financial report in compliance with Association of School Business Officer (ASBO) standards.
14. Follow district safety protocols and emergency procedures.

Personnel Management

15. Provide leadership and guidance to the financial team, ensuring they effectively execute their responsibilities.
16. Select, train, evaluate, and supervise department staff, and make recommendations regarding assignments, retention, discipline, and dismissal.
17. Develop training options and improvement plans for department staff to enhance the effectiveness of department operations.

Other

18. Attend board meetings and make presentations when appropriate and/or requested.
19. Perform all other duties as assigned.

Supervisory Responsibilities:

20. Supervise, evaluate, and recommend hiring and firing decisions for employees within the organization.
21. Supervise the Human Resources Department.
22. Supervise the Technology Department.
23. Supervise the Safety and Operations Departments.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals
Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting
Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching
Lifting: Occasional light lifting and carrying (less than 15 pounds)
Environment: May work prolonged or irregular hours
Mental Demands: Work with frequent interruptions; maintain emotional control under stress, and maintain objectivity

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by ______________________________ Date ______________

Received by ______________________________ Date ______________