



JOB TITLE: Chief Financial Officer (CFO)

SALARY: According to placement on the current salary schedule

TERMS OF EMPLOYMENT: 12-month position

EVALUATION: Performance of this job will be evaluated in accordance with the procedures for evaluating licensed administrative personnel

REPORTS TO: Superintendent of Schools

SUPERVISORY RESPONSIBILITIES:

1. District Accountant
2. Finance Office Staff

JOB QUALIFICATIONS:

Education:

1. Four-year degree in business, finance, or other related field

Experience:

1. Three years of accounting and/or financial analysis
2. Experience with CDE chart of accounts preferred

Certificates/Licenses:

1. Certified Public Accountant preferred or other such certificates acceptable to the Board of Education

JOB EXPECTATIONS:

1. Demonstrates effective organizational, problem-solving, and conflict resolution skills
2. Demonstrates punctuality and good attendance
3. Complies with all safety policies, practices, and procedures, including proper use of equipment
4. Reports all unsafe conditions/activities to supervisor, Human Resources, or Risk Management
5. Demonstrates aptitude and interest for the work to be performed
6. Follows appropriate District policies and procedures
7. Meets deadlines
8. Demonstrates confidentiality as related to the job
9. Develops and maintains professional working relations with other District employees
10. Demonstrates accuracy and integrity in processing and reporting all District accounts
11. Demonstrates tolerance for and manages frequent interruptions and ambiguous demands
12. Demonstrates leadership in guiding all business and financial interests of the school District
13. Regularly informs the Superintendent of Schools and/or the Board of Education regarding the solvency and financial health of the school District
14. Provides transportation for the purpose of conducting District business as assigned
15. Continual compliance with regulations, rules, or statutes related to the Colorado State Board of Education, Rules and Regulations, the Colorado Department of Education, and Colorado State Law

JOB SKILLS AND ABILITIES:

1. Demonstrates the ability to lead and supervise all employees in Finance
2. Demonstrates the ability to communicate effectively verbally and in writing
3. Demonstrates the ability to generate, organize, and evaluate business and financial data related to the District and report that data in multiple formats to a variety of publics
4. Demonstrates the ability to understand, critically evaluate, and manage budgetary and accounting processes
5. Demonstrates ability to operate personal computers and related software programs in order to complete essential functions in an accurate and timely manner

6. Demonstrates the ability to problem-solve errors and project adjustments in all District accounts and budgets
7. Demonstrates the ability to work cooperatively with all employees, patrons, and business associates in conducting business with the District
5. Demonstrates the ability to communicate effectively, collaborate with co-workers, and interact with colleagues in a professional manner
6. Demonstrates a positive attitude towards change

ESSENTIAL FUNCTIONS:

1. Accepts responsibility for and supervises the accounting processes for the District budget and all related federal, state, and private projects as approved by the Board of Education
2. Approves and monitors compliance with all District policies, procedures, and practices related to the District's business and financial matters and accepts responsibility for reporting irregularities to the superintendent
3. Provides oversight in aligning financial resources to ensure the existing and growing needs of the District are met
4. Develops finance modules to support long-range planning efforts
5. Maintains a three to five-year budget forecast at all times
6. Forecasts short- and long-range cash requirements and obligations as a basis for financially sound funding mechanisms
7. Serves as a member of the Superintendent's cabinet, staffing committee, Employee Input Process (EIP), reclassification committee, and capital reserve committee; and facilitates the budget and health insurance committees
8. Accepts responsibility for and supervises accounts payable processes, including check writing and maintaining a vendor database
9. Assures protection of District assets through internet controls, internal auditing, and proper insurance coverage
10. Prepares and transmits the annual financial report to the Colorado Department of Education
11. Directs the work of the District accountant, and provides professional growth to increase the capacity of the position to meet the current and future needs of the District
12. Oversees and provides accounting services essential to the preparation, administration, and control of all school, department, and/or other related school District budgets
13. Provides oversight in analyzing and interpreting the process of budget development and its implementation, and reporting according to approved District guidelines and state statutes
14. Assists in the monitoring of rules, regulations, and policies related to charter schools
15. Hires, trains, supervises, and evaluates all personnel assigned to the Department of Finance
16. Acts as general accountant of the Board and supervises the preparation of all accounts, vouchers, and contracts related to schools
17. Prepares and posts all necessary reports to ensure compliance with all Colorado transparency laws
18. Accepts responsibility for and supervises the reconciliation of all District bank accounts
19. Supervises the preparation of and presents monthly reports to the Board of Education regarding drawn checks and accounts from which checks are drawn during the preceding month
20. Accepts responsibility for, supervises the preparation of, and disseminates all payroll authorizations and all related files
21. Verifies payroll expenditures on a monthly basis
22. Tracks all revenue from local, state, and federal sources, including, but not limited to, county treasurer, state equalization, earned interest, and grants
23. Accepts responsibility for and supervises accounts payable processes, including check writing and maintaining a vendor database
24. Supervises the preparation of all necessary earning records, deduction records, and similar personnel payment records in accordance with established law and standard practice
25. Accepts responsibility for and supervises the accounting system for all District funds
26. Supervises all processes related to mill levy and bond elections and makes appropriate recommendations to the Superintendent and Board of Education
27. Supervises the collection of tuition, rental fees, and other money due the District
28. Supervises the deposit of all collected revenue, and provides the Board of Education a report of the preceding month's receipts as requested
29. Serves as legislative liaison to the Colorado House of Representatives and Senate and ensures compliance with new and existing educational legislation
30. Attends all Board of Education meetings

31. Maintains the fall and spring staffing forecasts to ensure adequate staffing at all schools
32. Provides oversight to principals regarding out-of-district boundary waivers and the impacts on enrollment
33. Provides oversight and assistance to the Executive Director of Assessments and Information Systems with the student count and related functions
34. Demonstrates the ability to communicate effectively, collaborate with co-workers, and interact with colleagues in a professional manner
35. Demonstrates a positive attitude towards change
36. Performs such other tasks as may be assigned from time to time

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, walk, and stoop; kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions pursuant to applicable law.

This is a temporary administrative guide, subject to change.

Prepared by: KV/blm/JL

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