



# Chief Financial Officer

## GENERAL INFORMATION

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| Title: Chief Financial Officer         | Department: Finance        | Salary Grade: Administrative<br>FLSA Status: Exempt |
| Site/Location: Administration Building | Reports to: Superintendent | Date: 10/9/2023                                     |

## POSITION SUMMARY

The Chief Financial Officer oversees the fiscal and financial management of the school division and associated entities. These responsibilities include developing, monitoring, executing, and reporting the school division's operating, capital improvement, and grant budgets, and other funds. The CFO provides leadership and oversight for budget and planning, audits, purchasing, payroll, procurement, compliance, and accounting. The CFO provides financial information, reports, and presentations to school staff, school board, city staff, city council, and the Lynchburg community.

## ESSENTIAL FUNCTIONS

1. Provides oversight of the division's financial management system, financial leadership, and guidance and technical direction to staff on financial and operational matters.
2. Provides leadership to the operating and capital budget processes and internal including external controls and reporting processes.
3. Provides leadership to ensure the training, annual evaluation, and discipline of finance and operations staff.
4. Prepares the monthly financial report in compliance with related government accounting standards.
5. Prepares and implements the school division's Capital Improvement Plan.
6. Provides on-going processing, monitoring, evaluation, and review of division financial data and transactions.
7. Facilitates the annual year-end audit preparation.
8. Oversees the property, casualty, and liability insurance programs for the school division.
9. Serves as the fiscal agent for other non-LCS entities.
10. Coordinates with the Senior Director of Finance and Operations to identify current and future requirements/needs in the areas of facilities, transportation, and school nutrition.
11. Communicates effectively and equitably with division and all other audiences to articulate information regarding division programs, specific concerns, and messages that need to be delivered/addressed.
12. Collaborates with a variety of internal and external groups for the purpose of creating long-term and short-term plans; addressing organizational objectives, and implementing program components.
13. Attends school board meetings and prepares reports for the school board as requested by the Superintendent.
14. Performs other duties as assigned by the Superintendent

## LYNCHBURG CITY SCHOOLS COMPETENCIES

### Personal Competencies

- Honesty
- Integrity
- Ethical
- Equity Minded

### Leadership Competencies

- Models Excellent Customer Service
- Thinks Strategically
- Shows Initiative
- Acts Decisively

### Functional Competencies

- Technical Capabilities
- Computer Literacy
- Multimedia Presentation
- Data Analysis and Management



- Emotional Intelligence
- Cultural Competence
- Safety
- Quality

- Communicates Effectively
- Drives Performance
- Works Collaboratively
- Resolves Conflict Proactively
- Develops Talent
- Plans Succession

- Policy Review and Development
- Fiscal Planning and Management
- Project Management
- Strategic Planning

## EDUCATION AND EXPERIENCE

- Bachelor's Degree in Business, with a Certified Public Accountant (CPA) certification and/or a Master's degree in Business or Finance.
- Master's degree in finance, accounting, business management, or other related areas preferred
- CPA or CPA candidate and experience in public school finance, preferred
- Possess a minimum of three (3) years of experience in administration and/or supervisory positions.
- Must have significant experience with operating and capital budget development

## KNOWLEDGE, SKILLS AND ABILITIES

- Solid knowledge and understanding of public school finance and operations, school law, Virginia Department of Education requirements, and federal, state, and local regulatory guidance
- Skilled in the use of equitable practices that create a safe, inclusive, and supportive learning and work environment
- Ability to lead/manage groups of people, craft departmental vision, goals, and objectives, and oversee division projects and initiatives
- Ability to establish/maintain effective working relationships with students, staff, parents, and the public.
- Requires excellent leadership, detail orientation, written communications, and presentation skills

## SUPERVISORY RESPONSIBILITY

- Directly supervises a team of 5-10 direct reports
- Participates in the hiring process and makes hiring decisions for other employees
- Instructs, trains, coaches, and mentors other employees
- Schedules (determine hours worked, time off), reviews, and monitors the work of other employees
- Completes written evaluations of other employees
- Makes recommendations for disciplinary actions of other employees

## TRAVEL REQUIREMENTS

- Reliable transportation, is necessary
- Daily travel between schools, LCS buildings, and local areas, required
- Minimal travel outside of the City of Lynchburg required

## WORK ENVIRONMENT AND 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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is required to frequently stand; sit; walk; talk or hear; use hands to finger, handle, type, or feel; and stoop, kneel, or crouch.

### OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### AAP/EEO STATEMENT

LCS is an EEO/Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, protected veteran status, disability, or any other legally protected status.

JOB STATUS: OPEN

SALARY: Please refer to LCS Employee Pay Scales found here: <https://www.lcsedu.net/departments/personnel/employee-pay-scales>.

DAYS: 260

START DATE: 2023-2024