

# Northampton County Public Schools

## ***Position Title***

Chief Financial Officer

## ***Description***

To administer the financial affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

## ***Reports To***

Superintendent

## ***Supervises***

Finance Assistants

## ***Qualifications***

- A bachelor's degree with a major in accounting or business administration preferred and/or such experience as the Board may find appropriate and acceptable.
- Thorough knowledge of generally accepted principles of accounting and budget development, preferably in the government sector.
- Considerable knowledge of accounting information systems and reporting.
- Such additional qualifications as the Board may find appropriate and acceptable.
- CPA preferred

## ***Performance Responsibilities***

### GENERAL

1. Know and effectively communicate the Division philosophy and mission.
2. Attend all regular meetings of the School Board and the Board of Supervisors.
3. Assist the Superintendent in the preparation of an agenda setting forth all known items of business to be considered at the meeting.
4. Oversee the training of school bookkeepers and Division finance personnel.
5. Obtain professional development that is relevant to the duties outlined in this document.
6. Serve on or lead appropriate committee and staff meetings.
7. Perform such other tasks and assume such other responsibilities as the Superintendent may assign or delegate.

### BUDGETING

8. Act as an advisor to the Superintendent on the school budget and all other business and financial matters.
9. Prepare/administer the School Board's budget and Capital Improvement Plan budget, including submitting requests to the School Board to revise, as needed.
10. Track, monitor, and ensure monthly distribution of spending progress reports to budget holders for all line items in the School Operating Fund, School Food Service Fund, Federal Grants Fund, and Capital Improvement Fund.

### FINANCIAL REPORTING

11. Provide a monthly accounting of all District revenues, expenditures, and bills paid.
12. Reconcile District financial records to those maintained by Northampton County.
13. Prepare the monthly Food Service Financial Report using documentation provided by the Food Service Coordinator.
14. Prepare quarterly Medicaid Administrative Activity Claims and the annual Medicaid Cost Report.
15. Prepare a full annual report at the end of each fiscal year pursuant to the State Board of Education policy.
16. Maintain the District's fixed asset records.
17. Coordinate the preparation of documents required for completion of the Division's annual financial statement audit.

### PAYROLL AND LEAVE REPORTING

18. Prepare the District's Salary Scales for approval by the School Board.
19. Act as payroll officer and ensure timely filing of all reports that deal with payroll such as retirement, 941's, W-2's, etc.

20. Maintain a method of leave tracking and timekeeping for all applicable employees.
21. Monitor adherence to District policy to ensure compliance with State and Federal wage regulations.
22. Recommend and draft changes to all NCPS Regulations pertaining to payroll, fringe benefits, and leave reporting, as necessary.

#### ACCOUNTS PAYABLE AND ACCOUNTS RECEIVABLE

23. Act as fiscal agent responsible for accounts payable function, including approval of all vouchers authorizing the expenditure of monies
24. Ensure timely filing of forms 1099.
25. Act as fiscal agent responsible for the accounts receivable function.
26. Recommend and draft changes to all NCPS Regulations pertaining to travel reimbursements and other accounts payable, as necessary.
27. Ensure the submission of invoices for goods and/or services rendered to third parties, and maintain a system to ensure timely payment.
28. Approve all Federal grant reimbursements to certify reconciliation with the District's financial records.
29. Maintain appropriate grant-level access in the Online Management of Educational Grant Awards (OMEGA) system for all employees involved in submitting or approving Federal grant reimbursements.

#### FINANCING

30. Maintain communication with the Northampton County Treasurer to ensure adequate funds are available to meet the District's operating needs.
31. Coordinate the issuance of all School Board approved financing bonds, capital leases, and operating leases.

#### SCHOOL ACTIVITY FUNDS

32. Establish regulations and procedures for the financial management and operations of School Activity Funds. This includes, but is not limited to, prescribing accounting and operating procedures (SAF Bookkeeping Handbook).
33. Assist Principals in the development of individual school budgets, as deemed necessary.
34. Arrange for periodic internal auditing and an annual independent audit of School Activity Funds (SAF).

#### BENEFIT ADMINISTRATION

35. Coordinate the selection of employee benefit offerings, including research on health insurance, dental insurance and related laws.
36. Communicate changes in benefits to employees on an annual basis, and at other times as needed.
37. Maintain records and monitor timelines to ensure all eligible employees are offered coverage annually in compliance with the Affordable Care Act.
38. Research and recommend the services of a Third Party Administrator and provider of voluntary benefits, including (but not limited to) Section 125 cafeteria plans and voluntary insurance policies, as well as deferred compensation plans permitted under Sections 403(b) and 457 of the Internal Revenue Code.

#### INSURANCE

39. In conjunction with the Director of Operations, research and recommend carrier(s) to provide General Liability, Automotive, Property, and Boiler/Machinery Liability Insurance policies. The Director of Finance shall submit all renewal documents required to maintain coverage. Claims shall be processed by the Director of Operations.
40. Recommend the services of a carrier to provide certain additional insurance policies, to include Student Accident Insurance, Directors' and Officers' Liability, Medical Malpractice, and Worker's Compensation Insurance and prepare all renewal documents required to maintain coverage.
41. File claims, when necessary, for Directors' and Officers' Liability and Medical Malpractice Insurance, as well as Property/General Liability when needed. Worker's Compensation Insurance claims shall be filed by the Office of Human Resources. Student Accident Insurance claims shall be filed directly by the student's guardian.

### ***Terms of Employment***

Twelve month. Salary to be established by the Board in accordance with the Administrative Salary Scale.

### ***Evaluation***

Performance of the job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

*March 8, 2017*