

Job Summary

Position is responsible for financial management of the school division - development, monitoring, reporting and execution of the school division operating and capital budgets, grants and other funds. Responsible for providing leadership and oversight to the areas of budget and planning, accounting, purchasing, and payroll. Position is responsible for providing information to the public regarding the financial costs of the school division and advises the Superintendent on financial issues; communicates with the School Board, city staff and city council; ensures compliance with state/federal regulations.

Essential Duties

1. Provides leadership to the operating and capital budget processes and the internal and external financial reporting process. Provide leadership and direction to select departments within the school division to ensure effective and efficient operations and enhance process and performance management: Budget & ERP; Accounting; Payroll; and Procurement.
2. Directs the preparation of an annual financial report in compliance with the Association of School Business Officials Association Standards, Government Finance Officers Association and related government accounting standards.
3. Reviews the financial status of the school division during the year and makes recommendations as appropriate regarding expenditures.
4. Ensures compliance with accounting, disbursement, and reporting requirements of agencies from which grants have been received.
5. Oversees the maintenance of a continuous auditing program for all funds and assists the district's independent auditors in conducting the annual and periodic audit.
6. Consults with the Superintendent, School Board members and other staff as questions arise relating to the school division's finances.
7. Serves as the school division's contact with members of the State Department of Education regarding financial information as required.
8. Oversees the property, casualty, and liability insurance programs for the school division.
9. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Attends meetings of the School Board and prepares such reports for the School Board as requested by the Superintendent.
2. Performs any other related duties as assigned by the Superintendent.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Master's degree in business management or accounting required. CPA is preferred. Minimum of 10 years of experience in one of a school division's functional area including at least 5 years of experience in a supervisory capacity. Must possess the ability to plan and supervise the work of others. Must possess excellent communication skills. Must possess the ability to establish/maintain effective working

relationships with students, staff, parents, & the public. Must have significant experience with operating and capital budget development.

To view a complete job description, please

visit: http://nnschools.org/hr/jobs/descriptions/Chief_Financial_Officer.pdf.

Reports To Superintendent

Duty Days 245

Months 12

Hours 8

Salary Rate Range Salary commensurate with education and experience

Special Considerations Paid in accordance with grade 57 on the grade order pay plan.