



THE SCHOOL BOARD OF MANATEE COUNTY
CHIEF FINANCIAL OFFICER
SENIOR MANAGEMENT
JOB DESCRIPTION

JOB GOAL:

To supervise and direct activities regarding budgeting, accounting, financial reporting, accounts payable, payroll, cash management, investments, capital financing, student demographics, projections and assignments, purchasing, warehousing, property records and record retention functions of the District.

QUALIFICATIONS:

1. Master's degree from an accredited educational institution in Accounting or Business Administration preferred.
2. Minimum of eight (8) years experience in educational administration or corporate administration with five (5) years experience in Florida school financial management preferred.
3. Certified Public Accountancy preferred.
4. Alternative qualifications to the above deemed appropriate by the School Board.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, employees, and the general public. High degree of ability required in understanding of school funding formulas, state tax laws, and public school budgeting process. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to establish and maintain effective working relationships with staff and the school community. Ability to communicate clearly and concisely both in oral and written form.

REPORTS TO:

Deputy Superintendent of Operations

SUPERVISES:

Director of Finance, Director of Budget, Director of Purchasing

PERFORMANCE RESPONSIBILITIES:

1. Direct budgeting, accounting, and reporting of all District financial transactions in accordance with State Board of Education rules, Florida Statutes and Board policy.
2. Direct analysis of school funding in the District and report information to Board regarding same. Analyze impact of various school funding proposals and formulas as developed by the Florida Legislature and federal government.
3. Provide a process for allocating District resources to schools and departments to carry out their basic function and mission.
4. Ensure a system is in place to promptly pay all of the District's financial obligations.
5. Ensure a system is in place to promptly pay all of the District's payroll obligations.
6. Ensure that all funds are properly accounted for and regular reports are prepared and filed in a timely manner.

CHIEF FINANCIAL OFFICER (Continued)

7. Manage and invest the School District's temporarily idle funds.
8. Participate in the collective bargaining process with employee associations.
9. Serve as a member of the Superintendent's Leadership team.
10. Develop annual and long-range capital projects plans, and make recommendations regarding financing for various capital projects.
11. Ensure a system is in place to purchase goods and materials as needed for the District.
12. Ensure a system is in place to secure bids and proposals for goods and services as needed for the District.
13. Ensure a system is in place to properly inventory and account for tangible personal property.
14. Ensure a system is in place to manage, microfilm and dispose of District records.
15. Ensure adequate space is available and proper procedures are in place to receive goods, track orders and deliver goods to schools and departments in an effective manner.
16. Provide oversight of activities related to School Choice, student projections, redistricting and Parent Information Center.
17. Oversee district's FTE survey and audit process and coordinate activities and training of FTE administrators and training of registrars.
18. Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

Board approved:

01/23/2012

SALARY SCHEDULE	SAMP
PAY GRADE	D16
JOB CODE	FIS035