

SCHOOL DISTRICT OF MARTIN COUNTY

CHIEF FINANCE OFFICER

JOB DESCRIPTION

QUALIFICATIONS:

- (1) Master's degree in Business Administration, Accounting or Finance from an accredited educational institution.
- (2) CPA may be substituted for a Master's degree.
- (3) Minimum of five years supervisory business, budget finance with successful experience utilizing budgeting and finance requirements similar to the Florida Education Finance Program (FEFP) for a school districts or comparable government experiences with operating budgets in excess of \$150 million annually.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, interpret and implement the State Board of Education rules governing School Finance FTE Funding, School Board policies and appropriate federal and state statutes. Ability to communicate effectively, both orally and in writing. Ability to prepare concise and comprehensive reports and written correspondence. Knowledge of governmental accounting and financial reporting standards, and Internal Revenue Codes. Knowledge and skill in the use of relevant software and hardware. Ability to manage several functions at one time. Ability to interpret complex financial data. Leadership ability. Ability to collaborate with executive staff and district administrators to provide financial and budgetary information relative to program planning.

REPORTS TO:

Superintendent

JOB GOAL

To ensure that all areas of responsibility are operated in an efficient and cost effective manner and that timely and accurate information is available for use by the district and that the district's assets are maximized and safeguarded.

SUPERVISES:

Director of Purchasing	Capital Accountant
Accounts Payable Supervisor	Allocation Specialist
General Fund Accountant	Other Assigned Support Personnel
Payroll Manager	
Finance Secretary	

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Direct the accounting for receipts and expenditures of district funds and ensure that appropriate ledgers are maintained in conformity with generally accepted accounting principles.

Chief Finance Officer (Continued)

- * (2) Manage the district's investment and borrowing programs.
- * (3) Direct the preparation of financial and cost reports and warrant list for School Board approval.
- * (4) Prepare applications for short-term borrowing.
- * (5) Develop accurate projections of revenue and expenditures for budget reviews.
- * (6) Establish and monitor procedures which ensure timely and accurate reconciliation of bank accounts, payment of payrolls and properly documented invoices and vouchers taking advantage of allowable discounts.
- * (7) Develop and present the District's Annual Budget including allocation formulas for FEFP and categorical programs and ensure that budget laws are complied with.
- * (8) Review and approve grant application budgets.
- * (9) Monitor and report on budget performance in schools and district departments.
- * (10) Approve all journal entries and disbursement vouchers.
- * (11) Prepare monthly cash flow projections and make appropriate recommendations to ensure the availability of funds to pay current obligations.
- * (12) Prepare FTE projections and monitor FTE reporting.
- * (13) Prepare requests for disbursement of state and federal funds.
- * (14) Prepare budget amendments for School Board action.
- * (15) Monitor the administration of contracts.
- * (16) Assist with the maintenance of personal property records.

Inter/Intra-Agency Communication and Delivery

- * (17) Coordinate the accounting and payroll activities with data processing and other departments.
- * (18) Provide technical assistance and training to schools and departments for the TERMS System, Budgeting process, and other functional areas as necessary.
- * (19) Interact with outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (20) Respond to inquiries and concerns in a timely manner.
- * (21) Keep the Superintendent well informed of areas of responsibility and of potential problems or unusual events.
- * (22) Serve on district, state or community councils or committees as assigned or appropriate.
- * (23) Assist in the interpretation of philosophy and policies of the district to staff and the community.
- * (24) Work closely with district and school staffs to support school improvement initiatives and processes.

Professional Growth and Improvement

- * (25) Provide appropriate staff development opportunities for assigned personnel.
- * (26) Maintain a network of peer contacts through professional organizations.
- * (27) Maintain working knowledge of current law, regulations and standards related to financial accounting and reporting.
- * (28) Attend training sessions, conferences and workshops as assigned to keep abreast of current practices and legal issues.

Systemic Functions

- * (29) Prepare special reports and studies as needed.
- * (30) Assist in the development of administrative guidelines and procedures.
- * (31) Represent the district in a positive and professional manner.

Chief Finance Officer (Continued)

- *(32) Provide financial information for and participate in the interested based bargaining process.
- *(33) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- *(34) Prepare or assist in the preparation of all required reports, to include the Comprehensive Annual Financial Report (CAFR), and maintain all appropriate records.
- *(35) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- *(36) Must be available/present during all emergency situations.

Leadership and Strategic Orientation

- *(37) Serve as a member of the Superintendent’s Leadership Team.
- *(38) Provide leadership and direction for assigned areas of responsibility.
- *(39) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- *(40) Assist in implementing the district’s goals and strategic commitment.
- *(41) Exercise proactive leadership in promoting the vision and mission of the district.
- *(42) Utilize appropriate strategies and problem-solving tools to make decisions regarding, planning, utilization of funds, delivery of services and evaluation of services provided.
- *(43) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(44) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

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.

See Job Description Supplement for Codes	
Physical Activity - occasionally	D, F, G, K, O-Q, S
- frequently	A-C, T, U
- constantly	V
Working Conditions	B
Materials, Tools and Equipment	A, C-H

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.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.