Chief Financial Officer Job Description

**Job Title:** Chief Financial Officer  
**FLSA:** Exempt

**Reports to:** Superintendent of Schools  
**Pay Grade:** CHIEF

**Dept./School:** Donaldson Administration Building  
**Calendar Days:** 226

**Contract:** Probationary/Term  
**Revised:** 3.11.22

### Primary Purpose

Responsible for oversight of all financial and business affairs of the district and the execution of policies adopted by the local Board of Trustees. Provide leadership for the district’s financial services activity to ensure effective management practices. Serve as the chief financial and budget advisor and assume administrative responsibilities for the district’s business office functions.

### Qualifications

#### Education/Certification:
- Bachelor’s degree in accounting, finance, or a related field, from an accredited college or university; Master’s degree preferred
- Certified Public Accountant preferred

#### Special Knowledge/Skills:
- Advanced knowledge of school finance, budgeting, accounting systems, and economics
- Knowledge of information/data processing systems and financial applications
- Ability to communicate effectively with a variety of audiences
- Strong analytic, problem solving, and planning skills
- Highly effective organizational and consensus building skills
- Knowledge in an urban school district
- Knowledge and understanding of school district policies and procedures
- Demonstrated leadership skills

#### Experience:
- Minimum ten (10) years’ experience in governmental finance and accounting
- Minimum five (5) years’ experience in a supervisory position in the fields of finance or accounting
- Experience as a member of the Senior or Executive Leadership Team for a school district within the past five years preferred

### Major Responsibilities and Duties

1. Evaluate and direct the setting of department goals of the Assistant Superintendent of Business and Finance, Director of Student Services, Director of Risk Management, Director of Purchasing, and the Federal State & Special Programs Directors
Chief Financial Officer Job Description

2. Oversee the fiscal responsibilities of the district, ensuring that the policies are cost effective and provide for the efficient and orderly operation of the business affairs of the district

3. Ensure that the district’s fiscal operations promote and support the instructional program, and that the budget, finance and business operations are supportive of district objectives

4. Supervise the purchase, distribution, and storage of all supplies, materials, and services approved for purchase by the Superintendent of Schools

5. Maintain accounting procedures to record in detail all transactions affecting the acquisition, custodianship, and disposition of monies and credit, including cash receipts and disbursements in the local fund, agency fund, cafeteria fund, federal funds, bond funds, and all office funds

6. Supervise and monitor the general accounting system of the Office of Tax Collections

7. Supervise the preparation of monthly financial statements to be presented to the Board of Trustees

8. Supervise and monitor the fiscal control of all federal and state monies allocated to the district

9. Secure all school district monies as prescribed by law

10. Serve as budget officer

11. Ensure all Finance Department staff receives ongoing professional development with regard to generally accepted accounting practices and TEA financial regulations

12. Ensure the Finance Department provides campus personnel with training and support to manage all campus financial responsibilities and resources

13. Supervise employee benefit programs including sick leave, state retirement, unemployment compensation, and worker’s compensation

14. Conduct surveys as directed by the Superintendent of Schools

15. Supervise and monitor the preparation and disbursement of payroll

16. Record and file all official contracts, agreements, real estate titles, abstracts and specifications

17. Maintain an accurate and complete inventory of all district properties

18. Articulate the school’s mission and image in a positive manner to the community, developing activities for mutual support
Chief Financial Officer Job Description

Professional Growth and Development
19. Pursue continuous improvement and growth in knowledge of leadership skills, school fiscal practices including budget, finance, and business operations

Other
20. Act in a consultative and advisory capacity to the Superintendent of Schools on matters pertaining to the formation and execution of instructional practices and policies, and perform other duties that may be assigned by the Superintendent of Schools

Supervisory Responsibilities
Supervision of assigned staff

Evaluation
The evaluation for the Chief Financial Officer is a responsibility resting with the Superintendent of Schools. An evaluation will be provided in writing at least once during the course of each school year.

Work Environment

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Frequent sitting and standing; occasional bending/stooping, pushing, /pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.