

**Chief Financial Officer
New Hanover County Schools**

Job Description

Class: Administrative
Dept: Finance

TITLE: Chief Financial Officer

QUALIFICATIONS:

1. Bachelor's degree from an accredited four-year college or university with a concentration in Accounting, Finance, or Business Administration. Certified Public Accountant preferred.
2. Extensive knowledge required in the following areas: Generally Accepted Accounting Principals, Governmental Accounting Standards, State requirements, spreadsheet programs, and accounting software.
3. Supervisory experience. Minimum of five years of professional experience in auditing, governmental accounting, or related field. Public school system administrative experience preferred. Strong communication and organizational skills.

REPORTS TO: Superintendent

JOB GOAL: To oversee the financial operations of the school system in compliance with all requirements of the finance officer as specified in the School Budget and Fiscal Control Act (115C, Article 31).

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follows all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to school finance issues.
2. Discharge the duties assigned to the finance officer by the General Statues of NC.
3. Oversee the financial operations of the school system.
4. Coordinate budget development, implementation, and management. Publish annual budget document.
5. Responsible for administration of all contracts of the school system. Conduct pre-audits of all obligations to ensure budgeted appropriation and unencumbered balance.
6. Consult, advice, and train school system personnel in budgeting and financial administration.
7. Responsible for financial reporting and analysis, including the Comprehensive Annual Financial Report.

8. Supervise Assistant Finance Officer, Reporting Specialist, Budget Analysts, and Administrative Assistant. Indirectly supervise the internal audit function and other finance staff members.
9. Serves as a member of the Senior Leadership Team.
10. Additional duties and special projects as assigned by the Superintendent.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: Central Office Administrator Pay Scale VII

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of administrative personnel.

Knowledge, Skills and Abilities:

- Knowledge and understanding of rules and regulations as they apply to school finance.
- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Ability to coordinate, plan, and meet deadlines, accomplish specific tasks, or meet specific standards.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.