

Chief Financial Officer
New Hanover County Schools

Job Description

Class: Administrative
Dept: Office of the Superintendent

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 Principles, Governmental Accounting Standards, State requirements, spreadsheet programs, and accounting software.
3. Supervisory experience with a minimum of five years of professional experience in auditing, governmental accounting, or related field. Public school system administrative experience preferred with 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. Discharge the duties assigned to the finance officer by the General Statues of NC.
2. Oversee the financial operations of the school system.
3. Coordinate budget development, implementation, and management. Publish annual budget document.
4. Responsible for administration of all contracts of the school system. Conduct pre-audits of all obligations to ensure budgeted appropriation and unencumbered balance.
5. Consult, advice, and train school system personnel in budgeting and financial administration.
6. Responsible for financial reporting and analysis, including the Comprehensive Annual Financial Report.

7. Supervise and conduct personnel administration duties for direct report subordinates, including hiring and firing, evaluating, assigning special projects, monitoring attendance and travel reports and granting leave.
8. Serves as a member of the Senior Leadership Team.
9. 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:

- Thorough knowledge of principles, procedures and practices of public school administration.
- Thorough knowledge of federal, state and local laws, rules and regulations governing financial service functions, including finance, accounting, accounts payable, budgeting, fixed assets, payroll, and risk management.
- Ability to develop effective financial policies and budgets and to maintain fiscal control through knowledge of general accepted accounting practices and auditing.
- Ability to prepare clear and concise reports and narratives from compiled researched data; and to analyze financial statements and other technical data.
- Comply with confidentiality requirements and ethical guidelines for local, state and federal laws, policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.