

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

Chief Financial Officer

QUALIFICATIONS:

- (1) CPA or Master's Degree in Accounting or Educational Leadership.
- (2) Two (2) years experience in public financing.
- (3) Background in educational setting preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to read, interpret and enforce Florida statutes, State Board rules and School Board policy. Ability to demonstrate administrative and technical expertise in multiple areas including budget, finance, risk management, purchasing, investments, and food services. Ability to use effective public relations skills. Ability to effectively use PC / Mainframe computer software and hardware. Ability to plan and present information to the public. Ability to effectively use problem-solving skills. Ability to analyze and accurately project FTE for the District. Ability to prepare and administer the District budget. Knowledge of group dynamics. Skills in consensus building. Strong written and oral communication skills.

REPORTS TO:

Superintendent and Deputy Superintendent

JOB GOAL

To provide leadership and supervision of fiscal management, food services, and payroll areas that result in efficient and effective operation to support educational excellence.

SUPERVISES:

Director of Finance
Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Direct the preparation and administration of the annual School District budget.
- (2) Provide leadership and direction for financial services to support instructional programs for educational excellence.
- * (3) Develop District FTE projections.
- * (4) Respond to FTE audit reports.
- * (5) Participate in the process of developing the District's compensation plans.
- * (6) Prepare agenda items for School Board meetings.
- * (7) Provide leadership in the development of the District budget and adherence to TRIM guidelines.

Chief Financial Officer (Continued)

- * (8) Oversee RFPs or bids as necessary in business services.
- * (9) Direct District's cash management program.
- * (10) Assist in the acquisition and disposition of School Board owned real property.
- (11) Oversee food service operations.
- (12) Oversee the District's Management Information Systems Operations.
- (13) Monitor District and school FTEs for the four survey periods.
- (14) Respond to individual auditor concerns and questions during audit period and coordinate District's formal response to audits.
- * (15) Review the preparation of financial reports.
- * (16) Oversee the required audit of internal accounts.
- * (17) Oversee the payroll processing function of the District.
- (18) Provide overall supervision of the District's investment program.
- * (19) Provide vision and leadership for implementation of technology in fiscal services.
- * (20) Provide leadership and assistance in finance area to expedite District's achievement of mission and serve as team leader for the fiscal services function.
- * (21) Assist in the preparation for and conduct of collective bargaining negotiations.
- * (22) Serve on the Superintendent's Executive Leadership Team.
- * (23) Work to maintain effective community relations and interpret financial matters to the community.
- (24) Assist in the development of School Board policies and administrative guidelines.
- * (25) Provide information to the Superintendent and Board on the financial status of the School District and the wide use of its resources through sound business management practices.
- (26) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their impact on the District.
- * (27) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (28) Prepare all required reports and maintain all appropriate records.
- (29) Plan and recommend school-based financial management guidelines.
- (30) Provide coordination of activities between units within the business services department and assist the Superintendent in coordinating activities between departments.
- (31) Enhance business services by serving on local committees, visiting schools and making presentations.
- (32) Maintain liaison with federal, State, and local agencies regarding operations of the department.
- (33) Perform other incidental 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.

Approved 06/19/2018

Chief Financial Officer (Continued)

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.

*Essential Performance Responsibilities

Job Description Supplement Code 4

Flagler Schools Strategic Framework – Resources & Support Systems

Salary Lane: Non School-Based Admin AYZ

Approved 06/19/2018