

POST FALLS SCHOOL DISTRICT NO. 273

Procedure Title: Non-Certified Personnel: Supervision

Section Title: Chief Financial Officer

Sub-Section No. 601.4a

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TITLE: CHIEF FINANCIAL OFFICER

REPORTS TO: SUPERINTENDENT OF SCHOOLS

The chief financial officer shall have the following general functions:

1. Communicates with all district constituents; including staff, students, parents and patrons.
2. Collects, analyzes, presents and articulates financial data and pertinent information in a way that creates credibility with all constituents of a public K-12 school system.
3. Advises the superintendent and board on all matters pertaining to school finance and support operations to include levies, investments, financial forecasts, construction, etc.
4. Plans and prepares the annual operational budget.
5. Implements the board-approved yearly budget and oversees the annual external audit.
6. Supervises the preparation of monthly financial statements and accounts payable vouchers, financial records and accounts, business and property records, and payroll.
7. Responsible for all school district insurance programs and risk management.
8. Oversees the supervision, evaluation, probation and dismissal of finance support personnel.
9. Oversees the school district's Nutritional Services Department.
10. Responsible for the collection, safekeeping, investing and distribution of school district funds.
11. Responsible for the purchasing of supplies, equipment, and instructional materials for the school district.
12. Ensures proper accounting and security of all the fixed assets of the district.
13. Monitors legal matters involving the district. Coordinates collection, analysis and interpretation of information in response to legal processes.
14. Assists and advises in district collective bargaining as needed.
15. Assists the superintendent in growth management issues such as: long range planning issues, acquisition of property, enrollment projections and school construction.
16. Assists in the development and revision of policies and procedures related to areas of assigned responsibilities.
17. Performs other duties as assigned by the superintendent.
18. Represents the district at local, state, and national professional meetings.
19. Liaises with professional, civic, volunteer and other community agencies and groups.

Adopted: 1/13/03

Revised: 3/14/22

Reviewed: 2011, 2022