

St. Tammany Parish School Board
JOB DESCRIPTION

Division: Finance Department

Title: Chief Financial Officer (FLSA Exempt)

Performance Responsibilities Design and Evaluation-Supervises the design and evaluation of financial operations, and personnel accounting.

- Develops comprehensive goals and objectives designed to provide efficient operation of all assignments.
- Reviews and improves services on an annual basis.
- Develops personal goals and objectives to improve performance.
- Makes annual projections and recommendations on all matters necessary to develop the budget for the School System

Any and all duties as assigned by the Superintendent.

Leadership-Provides leadership in all matters related to financial and accounting operations in the School System.

- Supervises, directs, evaluates, develops and recommends for dismissal, when necessary, any employee under direct supervision.
- Recommends for employment specialists necessary for the operation of assigned departments.
- Assists employees in all matters related to insurance, payroll, and other related problems.
- Advises the System on financial, administrative, and operational aspects of new or proposed programs.
- Assists appropriate administrators in operating within approved budgets.
- Directs preparation of budgets, formation of insurance programs, payrolls, and general accounting.

Management-Initiates practices and procedures designed to maintain an adequate business operation for the School System.

- Develops and maintains an efficient System of accounting for revenues and expenditures in such a way as to produce unqualified audit reports.
- Manages the banking and investments activities of the district.
- Manages all financial procedures required for the expenditure of federal monies.
- Reviews all requisitions and work orders for proper assignment of fund and ledger charges.
- Develops and implements the necessary tax levies for the School System.

Student Services-Initiates practices and procedures designed to promote the success and well-being of students.

- Directs and supervises the purchase of materials, supplies, and equipment for the School System.

School/Community Relations-Initiates procedures which insure effective school/community relations.

- Works to achieve maximum understanding and support for public education.
- Communicates financial goals, objectives, policies, procedures and programs to staff, parents, community and media.
- Cooperates with principals, supervisors, and directors to provide a total educational program for students.
- Provides an open-door policy which allows for suggestions and disagreement.

Professional Development-Plans for professional self-development.

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

Minimum Qualifications: United States citizen or authorized alien; a Bachelor's Degree in accounting, business administration, or a related field. At least three (3) years of responsible work experience in school administration is required. CPA or CGFM certificate is required by the Louisiana Department of Education; physical and mental stamina and abilities to perform job functions, tasks, and duties.

Terms of Employment: 12 months

Reports to: Superintendent

Supervises: All professional personnel in the department of Finance.

Signature of Evaluatee: _____

Signature indicates that the evaluatee has received the performance responsibilities and evaluation instrument for the position.

Printed Name of Evaluatee: _____

Evaluatee's Employee Identification Number: _____

(Employee Identification Number)

Date: _____

Signature of Evaluator: _____

Signature indicates that the evaluatee has reviewed the performance responsibilities and evaluation instrument for the position and has so indicated to the evaluator.

Original - Human Resources Department

Copy-Supervisor

Copy- Employee

(Rev 4/2021)