

**27J SCHOOLS**  
**ADMINISTRATIVE POSITION JOB DESCRIPTION**

**Position Title:** Chief Financial Officer  
**Last Modified:** December 2020  
**Work Year:** 260 Paid Days  
**Reports to:** Superintendent  
**Dept./Division:** Finance

**JOB DESCRIPTION:**

The Chief Financial Officer is responsible for advising the superintendent and school board on the financial and budget matters of the district. The position directs, supervises, and manages all financial management, budget, general accounting, payroll, accounts payable, financial reporting, and grant management activities and practices for the district. It is responsible for selected monitoring reports in support of Superintendents' Executive Limitations. Performs long and short-range planning, oversees special projects, and coordinates financial activities related to bond and mill levy elections.

**JOB RESPONSIBILITIES:**

1. Collaboratively plans, develops, implements and evaluates annual operating budgets including expectation of the board reports.
2. Supervises the planning and development of managerial standards that guide the allocation, expenditure and accounting of district funds. Prepares quarterly financial expectations of the board reports for the Board of Education.
3. Provide leadership for the development, maintenance, enhancements and continual improvement to the district's comprehensive financial data systems
4. Coordinates the resource allocation formulas.
5. Administers property tax mill levies.
6. Manage district investment and debt activities.
7. Manages centralized district purchasing activities.
8. Manages all financial activities between the district and approved charter schools.
9. Supervises, directs and evaluates activities in the District's Financial Services Department, including budgeting, accounting, payroll, investments and accounts payable.
10. Direct the preparation of the Comprehensive Annual Financial Report and other reports as required by the board of education and state and federal agencies to assure compliance with the law. Direct the external audit processes.
11. Serves as a district representative and communicator to outside groups and assists with communication to citizen committees and the community in district financial matters.
12. . District representative to the Adams County BOCES management advisory council.
13. Provide financial advice on the district's negotiations with employee groups to allow negotiation settlements to be within budget.
14. Initiate superintendent policy development on business and budget related matters of the district, consulting legal counsel as needed.

**EXPERIENCE AND ACADEMIC PREPARATION:**

- Formal Education - Bachelor's degree in finance or a related field. Masters' degree and/or CPA strongly preferred.
- Administrative Experience - Minimum of seven years' experience in school business administration, finance, accounting, or related field.
- Special Training or Experience - Experience in major areas of financial management and budget development, variable compensation programs, policy governance and the construction of fiscal monitoring reports, and Colorado Charter school funding. Demonstrated leadership experience in collaborative decision-making and strong communication skills.

**REPORTING RELATIONSHIP:**

This position reports to the Superintendent of Schools.

**EQUIPMENT USED:**

Telephone, computer, copiers, printers, and other business related equipment.

**SALARY:**

District Administrative (Executive Director) Schedule: See Schedule

**WORK YEAR:**

12 months