

**27J SCHOOLS  
EXEMPT JOB DESCRIPTION**

**Job Title:** Finance Director – Assistant CFO  
**Date Prepared or Last Modified:** April 2022  
**Work Year:** 12 Months  
**Department:** Finance  
**Reports To:** Chief Financial Officer

**SUMMARY:** Responsible for providing leadership and coordination of the District’s accounting functions while ensuring the District’s assets are properly managed and accounted for. Utilizes the District’s financial and accounting procedures, policies and processes to manage the recording and reporting of financial transactions and comply with the internal control framework and generally accepted accounting principles (GAAP).

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Frequency	% of Time	
D	15%	In coordination with the CFO, oversee and manage all financial activities within the district including budget, accounting, payroll and investments
A	20%	Directs the preparation of the Annual Comprehensive Financial Report in accordance with state, GASB GFOA requirements. Transmit the data to Colorado Department of Education.
A/D	15%	Assist CFO with the initiation of superintendent policy development on business and budget related matters of the district, consulting legal counsel as needed. Develop, modify, interpret and implement financial policies and procedures inclusive of internal controls aligned to GAAP and applicable federal, state and local regulations.
M	15%	Lead the preparation, analysis and presentation of periodic financial reports that are distributed to district leadership and management. Coordinate with the CFO to provide reporting that transparently presents the district’s financial status and identifies trends that should be closely monitored by the district.
A	15%	Responsible for management and coordination of the annual financial audit process performed by our independent CPA firm.
D	10%	<del>Manage and monitor accounting functions on a day to day basis including accounts receivable, accounts payable, inter fund transactions, treasury management, and general ledger accounting.</del> Supervise staff of approximately <del>three to four employees</del> four to five finance department managers. Perform personnel evaluations, employee training and development and other supervisory functions.
D	5%	Direct the processes and management of the district’s enterprise resource planning software, ALIO, including evaluating the financial software and recommending enhancements or changes in coordination with the district’s information technology department.
M	4%	Develop comprehensive work plans and calendars for the team's accounting and compliance work and ensure all deadlines are met timely and accurately for monthly accounting close and year end reporting.
M	1%	Perform other duties as assigned.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING** Bachelor's degree or above in Accounting, Finance or related business degree Master's degree preferred.

**EXPERIENCE** Minimum of five years of experience in accounting, preferably in a governmental or school district environment.

**SKILLS, KNOWLEDGE, & EQUIPMENT** Strong technical knowledge of accounting standards and financial statement reporting, Expert competence with spreadsheet, database and accounting software and knowledge of computers are essential, Excellent organizational skills in a complex environment, Effective written and oral communication skills. Strong Excel skills required at the time of hire. General Ledger software (CIMS) preferred at the time of hire but not required.

**CERTIFICATES, LICENSES, & REGISTRATIONS** CPA preferred ~~but not required~~.

**SUPERVISION/TECHNICAL RESPONSIBILITY** This job has spends up to 50% of the time directly supervising up to 4 ~~individuals~~ 5 finance department managers. This includes, but is not limited to, hiring, training, directing work, evaluating, and terminating staff. Will also train staff on ALIO use and generally accepted accounting principles.

**JUDGMENT AND DECISION MAKING** Work is assigned by CFO based on content of assignment in accordance with job description. This position works collaboratively with school principals, outside accounting firm, senior management and charter school financial representatives. Supervisor is involved only in major decisions.

**DIVERSITY OF DUTIES** This position crosses over to other areas in the building on a daily basis.

**SAFETY TO SELF AND OTHERS** Low exposure to self to repetitive motion injuries due to data entry and bruises and cuts due to typical office accidents.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is regularly required sit and to talk and/or hear; The employee is occasionally required to stand, walk, and reach with hands and arms.

**WORK ENVIRONMENT** While performing the duties of this job, the noise level in the work environment is usually quiet.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, evaluate and use interpersonal skills. They are frequently required to compile and negotiate.