

General Definition of Work

The assistant finance officer (AFO), under minimal supervision, performs senior-level work with extensive decision-making discretion related to strategic deployment and management of resources, policy development and ensuring adherence to board policies, state and federal laws and regulations, and financial business practices. Ensures all requests for staffing, materials, services and equipment for the Finance Division are handled properly and cost effectively and coordinate various activities with other departments and outside agencies including but not limited to making presentations on financial matters and providing training and support. Employee performs advanced and supervisory work to carry out Board of Education policies and procedures related to finance under the direction of the Chief Financial Officer.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function 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.

Salary/Status

PG 13/Full-time, 12 months

Reports To

Chief Financial Officer

Place of Work

The normal place of work is on the premises used by Charlotte-Mecklenburg Schools. Charlotte-Mecklenburg Schools reserves the right to require you to work at such other place(s) as it may reasonably require from time to time.

Essential Functions

- Adhere to all state, federal, and local laws, policies, and procedures
- Lead, manage, supervise and evaluate assigned programs/staff in the district
- Oversee the school district's financial affairs including budgeting, purchasing, accounting, payroll, accounts payable, internal audit, fixed assets, and treasury functions
- Develop, plan and implement division goals and objectives
- Recommend and administer policies and procedures
- Evaluate and recommend process improvements and cost savings activities
- Supervise and participate in the development and administration of the Finance Division budget
- Direct the forecast of funds needed for staffing, equipment materials, training and supplies; monitor and approve expenditures; implement midyear adjustments
- Evaluate the district's internal control structure and maintain control over on-going functions of budget development and management, payroll and workforce management functions
- Monitor district compliance with various laws, regulatory requirements, policies and regulations and professional standards related to financial and procurement matters

- Plan, organize and evaluate the operating systems of the Finance Division and make any changes necessary to respond to the overall operating environment
- Approve financial reports prepared by the department for use by parties within and outside the school system
- Communicate with department heads/all employees/single employees as appropriate to disseminate information on finance and budget related policy, procedures and schedules
- Interpret and direct implementation of state/federal-mandated policy, procedures and computations related to financial services particularly on budget, payroll and workforce management related matters
- Participate in, counsel and evaluate new projects, operational adjustments, and regulatory changes that have an impact on finance
- Research and prepare position statements/opinions on financial matters contemplated by state agencies, school system departments, professional groups and committees
- Complete local, state, or federal surveys and reports accurately and promptly
- Establish procedures to ensure compliance with financial laws, regulations, and requirements and to assure adherence to generally accepted accounting principles (GAAP) and standard business practices
- Ensure compliance with the Chart of Accounts mandated for school district use by the Local Government Commission and the Department of Public Instruction
- Implement and maintain an accounting system adequate to record transactions in accordance with the requirements of GAAP, the North Carolina Local Government Commission, the North Carolina State Board of Education, the North Carolina Uniform Education Reporting System (UERS) and other relevant state and federal agencies
- Complete local, state, or federal surveys and reports accurately and promptly
- Participate in professional development workshops and leadership training
- Create an inclusive environment with positive communication/public relations
- Facilitate the development of the department's improvement plan
- Perform related work as assigned or required

Knowledge, Skills, Abilities

- Comprehensive in-depth knowledge and understanding of the principles, practices, and procedures of public school system financial policies
- Comprehensive knowledge of federal, state, and local regulatory requirements applicable to school system finances
- Knowledge of generally accepted accounting principles and principles of public administration, particularly as they relate to units of local government
- Knowledge of State statutes, policies, and regulations regarding financial transactions and of federal laws and rules impacting financial operations
- Skilled in technology with demonstrated ability to use spreadsheet software and word processing software
- Ability to use computer-based financial software packages to include experience with database search and retrieval both through query functions and typical web-based reporting in order to answer questions or to detect errors

- Thorough knowledge of county and school board policies, procedures, and standards regarding funding, position control, and allotments
- Ability to maintain professional and emotional control under stress
- Ability to reflect appropriate response to situations, while maintaining a professional and personal demeanor
- Ability to learn and use specialized tools, equipment or software related to business needs
- Ability to develop, monitor, and implement a fiscally sound budget
- Ability to direct and evaluate the work of others
- Ability to implement local, state, and federal rules, guidelines, and procedures into daily business operations
- Ability to communicate effectively
- Ability to reason, make judgments, and maintain effective working relationships
- Ability to employ positive communication skills in all settings/mediums
- Ability to problem-solve utilizing sound judgment
- Ability to maintain confidentiality regarding school system business
- Ability to develop related charts, graphs, reports, and records pertaining to school planning and strategy
- Ability to take initiative, work independently, and exercise sound judgement
- Ability to conceptualize, initiate, monitor, and evaluate new and/or current programs
- Demonstrated ability to perform detailed work, planning, risk assessments, and associated risk mitigation actions
- Demonstrated ability to work effectively in a deadline-driven, rapidly changing team environment

Education and Experience

- Bachelor's degree in business administration, accounting or related area required
- Ability to obtain/hold/maintain a NC School Business Officer Certification required
- CPA certification preferred
- Equivalent combination of experience and education

Special Requirements

- Possess and maintain a valid Driver's License or ability to provide own transportation
- Travel to school district buildings and professional meetings

Physical Requirements/Working Conditions

- Work requires the occasional exertion of up to ten pounds of force
- Work regularly requires exchange of accurate and detailed information through oral and written communication
- Constantly operates a computer and other office business equipment
- Ability to remain in stationary position for required meetings/work
- Ability to move to other work locations
- Visual acuity requires preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications

- Work requires preparing and analyzing written or computer data, operating standard office equipment, and the use of advanced technology
- Work occasionally requires exposure to outdoor weather conditions
- Work is generally in a moderately noisy location (e.g., business office, light traffic)
- Requires the ability to deal with people beyond giving and receiving instructions
- Must be adaptable to performing under mild to high levels of stress
- Must be on-call as a regular part of the job

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job. Job description is sourced from employee interviews, internal documents, representative job descriptions in similar districts, and other state/federal agencies.

Charlotte-Mecklenburg Schools provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.