Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Chief Financial Officer (CFO)**

Qualifications:

Credentials: Licensed by the Oklahoma Accountancy Board as a Certified Public Accountant, or Administrator's Certificate/State Board of Education, or Master's Degree in Business or Educational Administration

Education: Bachelor's Degree in Accounting, Business, Finance or related field

Training/Experience Required: Minimum of five years' experience in educational finance, including preparing or reviewing budgetary and fiscal management goals, preparing and analyzing financial and budgetary data, preparing and/or reviewing budgets and financial management information for educational institutions exceeding twenty million dollars, and experience with managing estimates of needs and financial accounting systems. Knowledge of rules, regulations, policies, and laws applicable to school districts. Minimum of five years' experience supervising staff and evaluating performance.

Special Skills, Knowledge, Abilities:
Ability to read, comprehend, and interpret accounting and financial data. Ability to perform mathematical computations and calculations using or dealing with fractions, decimals, and percentages. Ability to read, draft, and comprehend detailed and/or complex written or printed materials, including legislation, contracts, bids, policies, procedures, and other technical documents. Ability to verbalize and communicate with third parties in grammatically correct English.

Job Goal (Purpose of Position): To provide administrative, supervisory, and accounting responsibility for all funds of the school district. To provide accountability to the Superintendent and Board for the district operating budget, insurance, annuities, payroll, accounts payable, purchasing, data center, school activity funds, bond funds, and other financial-related activities and programs. To administer the financial resources of the district, identify available resources, and methods to increase district revenue. To assure that financial systems and procedures are in compliance with Board policies, administrative regulations, and applicable state and federal regulations and laws.

Essential Job Functions (Performance Responsibilities):
1. Acts as advisor to the Superintendent on questions relating to the business and financial affairs of the district.

2. Assumes responsibility for budget development and long-range financial planning.

3. Prepares the annual budget for approval by the Superintendent and the Board.

4. Assumes responsibility for the overall management, supervision, and operations of the district's accounting staff and accounting procedures and controls.

5. Supervises the management of the financial affairs of the district, including, but not limited to, the general fund, building fund, child nutrition fund, bond funds, sinking funds, and school activity funds.

6. Prepares regular financial reports for the Superintendent and the Board.

7. Acts as a resource person for the Superintendent, staff, Board Members, school administrative personnel, and others concerning the budget, financial management, and business affairs of the district.

8. Allocates all funds after consultation with the Superintendent.

9. Supervise, assist, and assure that district financial operations are in compliance with Board policy, state and federal law, and applicable policies and procedures.

10. Administers a budget control system for the district.

11. Informs administrative staff about new developments in Board policies, State Board of Education rules and regulations, accounting principles, and state laws.

12. Prepares analyses of program costs, methods of financing, and long-range projections of financial requirements.

13. Recommends changes to improve the financial management of the district and its financial status.

14. Direct, supervise, and evaluate the activities of purchasing, payroll, accounts payable, data center, school activity office, accounting staff, district treasurer, and budget implementation.

15. Keeps informed of and interprets business and financial laws, policies and regulations affecting the business affairs of the district. Communicates with local, state, and national agencies and officials to gain information about legislative or other changes that could affect the district.

16. Monitors all purchase requisitions to determine correctness of information, price extensions, coding information, etc.

17. Monitors bid requests and bidding procedures.

18. Supervises the acquisition and maintenance of adequate insurance policies for the district's property, liability and employee insurance.

19. Recommends personnel transactions to the Superintendent.

20. Arranges for auditing of school accounts, internal and external.

21. Must receive staff development points and/or required hours of continuing professional education each year to maintain professional certifications.

22. Supervises staff as assigned by the Superintendent.

23. Performs other duties and assumes other responsibilities at the request of the Superintendent.

Supervision Exercised: All staff assigned by the Superintendent

Reports To: Superintendent

Physical/Mental Requirements and Working Conditions:
Other than those requirements listed above, the employee must have the ability to communicate in person, on the phone, and before audiences.

Terms of Employment:	Twelve-month year (255 days)
Salary:	To be established by the Board
Evaluation:	Performance of the job will be evaluated in accordance with the provisions of Board policy

Approved 03/14/1995
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