Adams12 Five Star Schools

Job Description
Prepared/Updated: **July 2026**

Job Title:	**Chief Financial Officer**	Job Code:	**3091**
Job Family:	**Non Certified**	FLSA Status:	**Exempt E**
Pay Program:	**Administrative**	Pay Range:	**L31**
Typical Work Year:	**12 months**		

SUMMARY: The Chief Financial Officer (CFO) is responsible for advising the superintendent and school board on the financial and budgetary matters of the district Ensures that proper financial controls are in place and that financial transactions support the overall business strategy while conforming with applicable state, federal, and local laws and regulations. Provides strategic direction of all financial functions including accounting, budgeting, grants management, payroll, purchasing, risk management, and warehouse. Act as the District's liaison at statewide school finance committees. Responsible for selected monitoring reports in support of the Superintendents' Executive Limitations. Performs long and short-range planning, oversees special projects, and provides analyses to support bond and mill levy elections.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Directs the preparation of the Annual Budget and the Annual Comprehensive Financial Report (ACFR), while maintaining current knowledge of state and federal laws governing the control and distribution of school district finances.	W	25%
2. Supervise, coach, develop, and evaluate activities of employees performing business/financial functions to include financial reporting, accounting, billing, payroll, budgeting, and other administrative duties.	D	25%
3. Serve as a member of the Superintendent's Cabinet and advisor on short-term and long-term financial objectives and policies.	D	19%
4. Participates in planning, development, and implementation of capital budgets, including debt management and monitoring reports.	A	15%
5. Manage banking relationships and direct the receipt and management of investment of District funds to insure proper and maximum returns. Provide effective management of the assets of the district by promoting internal controls and ensuring proper insurance coverage.	M	10%
6. Serves as district liaison for the district Finance and Audit Committee and the Spending Priorities subcommittee of the District Accountability Committee.	M	3%
7. Performs other duties as assigned.	Ongoing	3%

EDUCATION AND RELATED WORK EXPERIENCE:
- Bachelor's degree in finance, accounting, or a related field required.
- Minimum of five (5) years of senior-level leadership experience in school business administration, finance, accounting, or related field.

LICENSES, REGISTRATIONS or CERTIFICATIONS:
- Criminal background check required for hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:
- Proven financial management skills.
- Strong financial analysis skills.
- Strong interpersonal skills.
- Excellent oral and written communication skills and presentation skills.
- Critical and strategic thinking and problem solving skills.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems

- Ability to communicate, interact and work effectively and cooperatively with people from diverse backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Normal office equipment such as personal computer, printer, copier, fax, phone system, email.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Superintendent	3090

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Executive Director, Budget & Finance	1	5032
	Director of Risk Management	1	4096
	Director of Supply Chain Management	1	3012
	Senior Executive Asst-Cabinet	1	1343

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Develop, prepare, manage and monitor department budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers, to handle and/or feel			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
50 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	