

# **Columbia Public Schools**

## ***Excellence in Education for *All* Students***

### **Job Description**

#### **POSITION PROPERTIES**

**Position Title:** Chief Financial Officer

**Schedule:** Salaried Support/Grade 10

**Job Code:** 94ADMIN506

**FLSA:** Exempt

**Calendar:** ADSUP-S

**Benefits:** Eligible (Retirees not Eligible)

**Contract Type:** ADMIN

**Bargaining Unit:** None

**Revised Date:** 06/26/2026

#### **PURPOSE**

The Chief Financial Officer is responsible for planning and managing the financial risks of the district, including supervising employee benefits, and business services.

#### **ESSENTIAL RESPONSIBILITIES AND DUTIES**

- Ensures maintenance of effective internal controls to assure safeguarding of assets and reliability of financial statements.
- Ensures compliance with any and all financial and contract reporting requirements for private or public funding, licensing, or regulatory agencies.
- Manages the preparation of annual budgets, planning process, and cash flow projections.
- Ensures proper preparation for the annual financial audit.
- Influence and provide ideas and knowledge in effectively utilizing financial resources.
- Analyze and disseminate information related to legislative issues affecting PreK-12 funding
- Supervise and maintain up-to-date Board of Education policies and procedures as they relate to finances.
- Monitor current trends and practices in the financial and operational areas.
- Manage and oversee all District accounting and financial operations.
- Is responsible for the District's risk management programs.
- Is responsible for the management of the District's self-insured medical, dental and worker's compensation plans and funds.
- Serves on the District's collective bargaining teams for teachers and parent educators.
- Monitors and analyzes monthly operating results against the budgets in areas of responsibility.
- Ensures compliance with local, state, and federal budgetary reporting requirements in areas of designated responsibility.
- Supports the Board of Education Chairs for Finance, Long Range Facilities Committees.
- Serves as Board of Education Treasurer.
- Evaluates personnel and makes recommendations for the assignment of and termination of employment of all personnel encompassed within his/her area of operations.
- Oversee the investment of idle District funds in accordance with the policy of the Board of Education's policies and Missouri statutes.
- Monitors the District's approved budget and prepare projections for comparative purposes.

- Is responsible for the continued improvement of the District's business operations, including the training and evaluation of the personnel.
- Performs other duties and responsibilities as assigned.

Performs other duties as necessary to support the mission and vision of Columbia Public School District.

## **DISTRICT EXPECTATIONS**

All employees of the District are expected to adhere to the policies and regulations of the Board of Education, maintain appropriate certification and competencies necessary for the position, and demonstrate the values of the district at all times. For information on policies, regulations and values, visit <http://www.cpsk12.org>

## **REPORTING RELATIONSHIPS**

**Reports To:** Superintendent

**Supervises:** Director of Business Services, Health Occupations Nurse, and Benefits Manager

## **QUALIFICATIONS**

**Minimum:** Bachelor's degree in business, finance, or other related degree. Minimum of ten years' related experience. Demonstrated ability regarding business procedures. Minimum of five years' supervisory experience.

**Preferred:** Master's degree, Certified Public Accountant (CPA) license

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

## **ADA REQUIREMENTS**

**Language:** Present information to teachers, staff, other administrators, and boards. Respond to common questions and concerns. Interview students, staff, and teachers. Read, analyze, and interpret professional journals, memoranda, policies, administrative procedures, and statutes. Write business correspondence, including staff memoranda and newsletter articles. Keep information confidential when required by law, policy, or the nature of a particular situation. These are essential functions of the job.

**Computation:** Work with mathematical concepts, such as probability and statistical inference, and analyze data for instruction. Apply concepts such as fractions, percentages, ratios and proportions to practical situations. Perform computer word processing (including spreadsheets) and internet research. Access and create reports using the District's student information software and databases. These are essential functions of the job.

**Reasoning:** Define problems, collect data, establish facts, and draw valid conclusions. Solve a variety of problems in many different situations. Interpret instructions presented in written, oral, diagram or schedule form. Demonstrate executive functions such as planning, organizing, remembering, and regulating information and behavior as they pertain to student performance and achievement. These are essential functions of the job.

**Technology:** Use of technology in daily work; present information to colleagues, staff and students using a variety of media. Access and create reports using the District's student information software and databases.

Readily utilize smart boards, projectors and other instructional technology provided by the district. Adhere to all District policies and procedures regarding technology use. These are essential functions of the job.

**Physical demands:** Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and considerable dexterity in operating office equipment. Consistent and regular attendance is an essential function of this position including but not limited to attend Board meetings, student activities and events. Weekends or in evening hours are common. These are essential functions of the job.

**Environmental conditions:** The work environment is consistent with a typical office environment; however, they will occasionally be in a school setting, outside in temperatures below freezing and above 100 degrees. The individual who holds this position is frequently required to work irregular or extended hours. These are essential functions of the job.

*Prospective and current employees with disabilities are encouraged to contact human resources to discuss reasonable accommodations to perform the essential job functions.*

### **Equal Opportunity Employer**