Position Inventory: E92
FLSA Status: Exempt
Bargaining Unit: N/A
Classification: Non-Licensed Administrator
Calendar: 12 Month / 8 Hours per day
Job Description Last Review Date: 11/05/2026
Job Description Adoption Date: 09/21/2016

Job Title: Chief Financial Officer
Department: Business and Finance
Reports to: Superintendent
Highest Level Supervised: Director

Job Summary:
The Chief Financial Officer (CFO) oversees the budgeting, accounting, financial management and reporting matters in the district. The CFO serves as a key advisor to the Superintendent and is a member of the Superintendent's Cabinet. This position requires continuous use of independent judgment, autonomous decision-making, and strategic foresight in leading the business and finance area of the district. The essential functions as shown below represent only the key areas of responsibility; specific position requirements will vary depending on the needs of the district.

Essential Functions and Responsibilities:
1. Coordinate, in conjunction with the superintendent, all major financial related initiatives of the district.
2. Lead cross-functional teams to implement forward-thinking initiatives that enhance the financial efficiency of the district to support student outcomes. Streamline processes, enhance productivity, and optimize resource allocation through fiscal solutions.
3. Coordinate all external audit activities and serve on the audit committee of the Board.
4. Coordinate with the appropriate district personnel for all insurance-related requirements.
5. Act as district administrator of the Des Moines Teachers Retirement System, direct the administration of the financial activities, and act as the district's liaison to the advisory committee.
6. Direct the preparation and implementation of the district's financial budget presentation (book), interim financial statements, Comprehensive Annual Financial Report, and Certified Annual Report.
7. Work collaboratively with schools and departments in financial and business matters; demonstrate excellent organizational skills as well as skills in written and verbal communications.
8. Actively support the efforts of the Board, Superintendent, and colleagues to achieve district goals and objectives.
9. Prepare reports and coordinate record keeping in accordance with the requirements of the district, state, and federal programs.
10. Attend all Board meetings, serving as a resource person for the Superintendent and Board.
11. Serve as secretary/treasurer of the Board; responsible for treasury management functions including investment of district funds.
12. Maintain professional learning and growth through professional organizations, seminars, course work, and collaboration.
13. Other duties, as assigned.

Minimum Qualifications:
- **Education:** Advanced degree in accounting, business administration, public administration, or a related field, or an equivalent combination of education and relevant experience
- **Work Experience:**

    - Five years previous supervisory experience
    - Five years of experience in school business administration or public accounting
- **Licensure or Certification:**
    - Certified Public Accountant
    - School Business Official license

Knowledge, Skills, and Abilities:

1. Extensive knowledge and practice in governmental accounting.
2. Extensive knowledge in public governmental budgeting processes.
3. Effective written and oral communication and presentation techniques.
4. Knowledge of payroll, budgeting and forecasting techniques and preparation of a large organization budget.
5. Extensive knowledge of generally accepted accounting principles for government entities and ability to apply these principles in the preparation of financial statements.
6. Ability to prioritize tasks and to delegate them when appropriate.
7. Strong analytical and problem-solving skills.
8. Strong supervisory and leadership skills.
9. Excellent organizational skills, attention to detail, and commitment to quality and accuracy.
10. Excellent time management skills with a proven ability to meet deadlines.
11. Proficient with Microsoft Office Suite or related software.
12. Maintain confidentiality.
13. Attend work on a prompt and regular basis.
14. Maintain satisfactory and harmonious working relationships with the public, students, and other employees.

Physical Requirements:

PHYSICAL DEMAND:	FREQUENCY:
Standing	Frequent 33% - 66%
Walking	Frequent 33% - 66%
Sitting	Frequent 33% - 66%
Bending/Stooping	Occasional 1% - 32%
Reaching/Pushing/Pulling	Occasional 1%- 32%
Climbing/Stairs	Occasional 1% - 32%
Driving	Occasional 1% - 32%
Lifting (10 lbs.)	Occasional 1% - 32%
Carrying (25 feet)	Occasional 1% - 32%
Manual Dexterity Tasks	
Telephone	Frequent 33% - 66%
Computer	Frequent 33% - 66%
Other	Never 0%
Working Conditions	
Inside	Constant 67%+
Outside	Occasional 1% - 32%
Extremes of Temperature/Humidity	Occasional 1% - 32%

HR Signature: Matthew Smith **Date:** **11/05/2026**

The Des Moines Independent Community School District does not discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. If you have questions, concerns or a complaint related to this

policy, please contact Carol Wynn-Green, 901 Walnut Street, Des Moines, IA 50309; phone: 515-242-7709; email: carol.wynngreen@dmschools.org. Complaints can also be directed to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA 50319-1004, (515) 281-4121, or Region VII Office for Civil Rights, Citigroup Center 500 W. Madison Street, Suite 1475 Chicago, IL 60661-4544.