

# CHIEF FINANCIAL OFFICER/TREASURER

**JOB TITLE:** CHIEF FINANCIAL OFFICER/TREASURER

**REPORTS TO:** Superintendent and Board of Trustees

**QUALIFICATIONS:**

1. BS degree in Accounting (preferred), and/or Finance/Business.
2. Experience in Public K/12 financial management (preferred), and/or related business experience.
3. Experience in Governmental Accounting (preferred), and/or accounting experience.
4. Ability to work well with staff, students, and the public.
5. Good communication skills, verbal and written.
6. CPA or MBA preferred.
7. Working knowledge of computer applications related to field, data input/uploads, reporting forms (Financial Software, Excel, Google Platform).

**JOB GOAL:**

To lead and administer the business affairs of the district and to provide the best educational services with the financial resources available.

**PERFORMANCE RESPONSIBILITIES:**

1. Establish, supervise, and maintain an effective system of accounting for the financial transactions of the district that are necessary for the safeguard of public funds.
2. Keep accurate and detailed accounts of all financial transactions as prescribed by federal and state law, administrative rules, and Board policy.
3. Provide necessary information to the district auditing firm for preparation of the audit report.
4. Prepares monthly reports for the staff concerning the status of their budgetary accounts to guard against overspending.
5. Traces errors and requests record adjustments to correct charges or credits posted.
6. Acts as custodian for district monies. Computes and records cash receipt summaries to appropriate accounts.
  - A. Deposits all monies received in banks designated by the board.
  - B. Supervise accounts payable clerk.
  - C. Pays out district monies as authorized by the board of trustees.
  - D. Renders an annual report at the end of each fiscal year.
7. On a monthly basis, reconcile bank statements and verify fund accounts with computer reports.
8. Acts as treasurer to the board of trustees.
  - A. Prepares monthly reports for the board of trustees to reflect the financial condition of the district.
  - B. Attends trustee meetings as needed.
  - B. Assists in publishing legal notices concerning district financial business.
9. Oversees bulk purchasing stock levels and perpetual inventory system for the best interest of the district.
10. Assists in preparation, publication and distribution of budgets as approved by the superintendent and the board of trustees.
  - A. Assists in developing budget guidelines and assists administrators in review and use of budget.
  - B. Prepares analysis of budget requests.

11. Prepare all state fiscal and statistical reports that are required by the State Department of Education.
12. Provides negotiation teams with available financial information to facilitate negotiation procedures.
13. Maintain high standards of ethical conduct and confidentiality.
14. Attend training and meetings with the State Department of Education when directed by the Superintendent.
15. Serve as the Chair of the school district Finance Committee.
16. Performs other duties as may be assigned by the superintendent.

**Terms of Employment:**

This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee, and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall, at all times, be subject to the direction of the persons to whom said employee has primary responsibility or said person's designee(s), and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of said School District rules, regulations and policies.

Twelve month work year. Salary-commensurate to preparation and experience. Full-time position.

**Evaluation:**

Performance of this position will be evaluated annually by the Superintendent of Schools in accordance with Board Policy.

**Physical Demands/Work Environment:**

The physical demands described here 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.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.