

Job Description

Job Title: **Chief Financial Officer**
 Job Family: **Non Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **September 2015**

Job Code: **3091**
 FLSA Status: **Exempt E**
 Pay Range: **L 22**
 Work Year: **12 months**

SUMMARY: Directs, supervises, and manages all financial management, budget, general accounting, payroll, accounts payable, financial reporting, and grant management activities and practices for the district. Responsible for selected monitoring reports in support of Superintendents’ Executive Limitations. Performs long and short-range planning, oversees special projects, provides analyses to support bond and mill levy elections, etc.

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. Plans, develops, implements and evaluates annual operating budgets including monitoring reports.	Weekly	25%
2. Supervises, directs and evaluates activities in the District’s Financial Services Department, including budgeting, accounting, payroll, investments and accounts payable.	Daily	20%
3. Facilitates and evaluates activities of the Financial Services department and interacts with other district administrators and the superintendent in providing overall district leadership including monitoring reports.	Daily	28%
4. Participates in planning, development and implementation of capital budgets, including debt management, and monitoring reports.	Annually	15%
5. Represents the district on the management group (BOCES) advising the Board of Directors for pooled insurance coverage.	Monthly	3%
6. Serves as district liaison for the district Budget Review Advisory committee, a citizen budget committee.	Monthly	3%
7. Performs other duties as assigned.	Ongoing	6%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in finance, accounting or a related field required.
- Minimum of seven (7) years of 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.
- 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, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational 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:	Budget Director	1	04084
	Finance Director	1	5032
	Business Analyst	1	031217
	Senior Administrative Assistant	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 to finger, handle or feed			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			
Up 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 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	

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