

JOB TITLE
CHIEF FINANCIAL OFFICER

DIVISION
FINANCIAL SERVICES

REPORTS TO
SUPERINTENDENT OF
SCHOOLS

SALARY SCHEDULE & GRADE
II, GRADE 18

LENGTH OF WORK YEAR
260 DAYS

DATE
NOVEMBER 7, 2011

SCOPE OF RESPONSIBILITIES

Administers both operational and programmatic support to the District. Provides general oversight, supervision and direction to the District's budgeting, payroll, fiscal control, and real estate operations including planning, organizing, coordinating and supervising all business and financial functions in the District. Provides leadership to establish communications between the District and the business community; analyzes and provides alternative solutions to the District's fiscal issues and concerns; provides general oversight to the District's purchasing function. Supervises the finance unit and is the chief financial spokesperson for the organization on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding.

PERFORMANCE RESPONSIBILITIES

1. Provides direct leadership to and supervision of the District's budgeting, accounting, payroll and other fiscal control operations and the District's real estate operations, including developing and establishing long- and short-term plans and programs.
2. Provides direct leadership for the District's procurement function.
3. Reviews, analyzes and evaluates effectiveness of fiscal management operations and recommends changes where necessary.
4. Monitors, supervises and evaluates assigned staff.
5. Develops and recommends appropriate operational policies and defines, recommends and establishes objectives and administrative policies related to functions supervised.
6. Establishes and maintains communications and other collaborative relationships with the business/financial community.
7. Serves as District Treasurer and treasurer of the Jefferson County School District Finance Corporation.
8. Coordinates and correlates activities within the assigned area and with other district staff.
9. Ensures within the assigned area compliance with District policies, governmental regulations and administrative procedures.
10. Performs other duties as assigned by the Superintendent of Schools.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, driving automotive equipment and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree and graduate work towards MBA or CPA
2. Five (5) years successful experience in the field of business management with responsibilities in financial accounting, budgeting, cost accounting and finance
3. Successful experience as a financial officer
4. Working knowledge of automated accounting and budgeting systems

DESIRABLE QUALIFICATIONS

1. Kentucky certification endorsed for Superintendent or School Business Official
2. Major education emphasis in Business Administration, Accounting or Finance
3. Successful experience in an educational setting
4. Master's Degree