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|  | **JOB TITLE** | CHIEF FINANCIAL OFFICER |
| **REPORTS TO** | SUPERINTENDENT |
| **SALARY SCHEDULE/GRADE** | CLASSIFIED ADMIN, LEVEL I + ADMINISTRATIVE INDEX |
| **CONTRACTED DAYS AND/OR HOURS** | 240 DAYS |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 7184 |
| **POSITION CLASSIFICATION** | CLASSIFIED PROFESSIONAL |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Bachelor’s Degree from any accredited postsecondary institution; and 12 hours of accounting coursework, or 4 years of employment in accounting or finance, or 2 years of employment in finance in a school district. CPA or MBA preferred. |
| Forty-two (42) hours of continuing education classes every two years, as approved by the Kentucky Department of Education, with at least 12 hours per year. |
| Must obtain Finance Officer Certification in accordance with 702 KAR 3:320 |

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| **POSITION SUMMARY** |
| As a key member of the Leadership team, the Chief Financial Officer (CFO) will provide expertise and leadership to staff and provide internal financial consulting to support District programs and priorities aligned with the Strategic Plan. The Chief Financial Officer (CFO) is responsible for transparent accountability to local community stakeholders and other constituents for their use of public funds, integrity of financial reports, and accordance with state and federal law. The Chief Financial Officer (CFO) oversees, manages and monitors the strategic work of the Business Services staff.  |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

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| **PERFORMANCE RESPONSIBILITIES** |
| Leads systematic financial and operational support for Operational Departments across the district, including, but not limited to, Transportation Services, Facility Services, Nutrition Services, Technology Services, and Business Services.  |
| Supervise the major functions of a finance department: Budget Development and Monitoring, Financial Reporting, Accounts Payable, Accounts Receivable, Credit Cards and Employee Reimbursements, Audit Management, Payroll, Personnel Services, Procurement, Financial Systems Management, and Financial Advisory. |
| Interpret, implement, and assure compliance with the policies and procedures set forth by Federal and State regulations and the Nelson County Board of Education.  |
| Maintain an active role in professional organizations and activities to keep abreast of educational trends, developments, and research.  |
| Serve as a member of various Leadership Teams and act as the Superintendent’s designee in district wide financial matters.  |
| Execute an annual budget process that communicates the needs identified by the Superintendent and School Board. |
| Coordinate and assist with the development of site-based allocations and budgeting. Provide support to Principals and Bookkeepers with strategic financial planning goals. Provide financial guidance, support and protocols to assist schools and departments in developing and maintaining their site-based budgets.  |
| Review the preparation of regular financial statements assuring finance controls and practices in accordance with Generally Accepted Accounting Principles; prepare complex financial and statistical reports, budgets, and summaries related to budgeting and accounting operations and activities.  |
| Train, assign, and evaluate the performance of assigned personnel; develop, coordinate, and conduct in-service training to District personnel on laws, regulations and District policies and procedures related to business matters. |
| Analyze all financial data and maintain a system of strict accounting for school funds that is in accordance with KRS 156.070 (Red Book) and which documents strict accountability for school funds from the source of collection to the final distribution for school purposes. |
| Supervise the production of monthly, quarterly, and annual reports to the Board, the Superintendent, and external authorities. Design and prepare analyses and reports to address financial management issues.  |
| Maintain the general ledger and administer the recording and control of all receipts and expenditures for all funds as allocated to individual schools and departments in compliance with the Board approved budget and sound business practices using the uniform state accounting software.  |
| Audit, review, and make recommendations on financial and compliance issues in the district, including areas which have been pointed out by previous independent audits and management reviews describing the operations of the school district.  |
| Evaluate the financial implications of proposed program revisions and present to the Board prior to approval.  |
| Develop a reliable cash flow projection process and reporting mechanism that includes minimum cash threshold to meet operating needs.  |
| Evaluate the Finance Department structure and team plan for continual improvement of the efficiency and effectiveness of the group as well as provide individuals with professional and personal growth opportunities.  |
| Develop credibility of the Finance Department by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Superintendent and the Board in performing their responsibilities.  |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance.  |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Knowledge of practices, policies and procedures relating to sound financial management, including, but not limited to: budget preparation and control, and generally accepted budgeting, accounting and auditing principles, standards, and procedures. |
| Working knowledge of automated accounting and budgeting systems.  |
| Ability to communicate effectively with a variety of audiences verbally and in writing, including electronic media.  |
| Ability to motivate, lead, and challenge a team, and establish goals, objectives and action plans to achieve district goals and vision.  |

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| **PHYSICAL DEMANDS** |
| Inside work with no exposure to weather conditions.  |
| Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time.  |