

Chief Financial Officer*Classified Position - 0040*

<u>Salary</u> Based on Experience & Education	<u>Days</u> 260	<u>Reports to:</u> Superintendent
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SCOPE OF RESPONSIBILITIES

Supervises the management of the accounting and disbursement functions of the District. Receives a minimum amount of supervision while providing direct supervision of responsible staff. The functions supervised include payroll, expense control, federal program accounting, building funds, debt service, financial reporting, cash flow, and revenue.

PERFORMANCE RESPONSIBILITIES / ESSENTIAL FUNCTIONS

1. Attend Board meetings and prepare reports for the Board as requested
2. Supervises the management of the accounting and disbursement functions of the district including:
 - a. Payroll functions
 - b. Accounts payable functions
 - c. Financial accounting and reporting for all centralized funds
 - d. Federal and state program budget development and control, accounting & reporting
 - e. Revenue function
3. Assist in the development of the double-entry bookkeeping system and other system development efforts
4. Supervises the preparation of monthly and year-end financial reports for all centralized funds and federal and state funds
5. Works cooperatively with external and federal auditors in the auditing of all financial and program records
6. Maintains regular and predictable attendance
7. Adheres to the professional code of ethics
8. Successfully utilizes technology as appropriate in job function
9. Plan, organize, coordinate and control a large group of functional units with management and professional-level subordinates involving highly complex activities with substantial direct financial impact.
10. Coordinate activities with other District departments; participate in management meetings to discuss District-wide issues.
11. Meet periodically with staff to resolve issues, communicate new developments and to assure operating objectives are understood and accomplished.
12. Assure internal controls are established, maintained and documented in compliance with organizational directives.
13. Participate in internal and external organizations, boards and committees as requested and authorized by appropriate management directives and specific authorities.
14. Oversee the maintenance of District-wide financial records and programs
15. Oversee the preparation of various financial statements and their dissemination.
16. Prepare financial analysis of revenues and expenditures and compare to other school districts in and out of state as assigned.
17. Coordinate the on-going budget operations including planning, compiling, analyzing, preparing and monitoring the General and Federal Fund budget process.
18. Review, analyze and evaluate budgetary process, assuring compliance with generally accepted budgeting principles, standards and procedures.

19. Review the cost effectiveness of existing programs and the costing of new programs prior to Board approval.
20. Coordinate staff training.
21. Perform related duties as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's Degree with a major in accounting or business administration
2. Three (3) years of successful supervisory and administrative experience in accounting
3. Demonstrated ability to complete assignments accurately and effectively with established time schedules
4. Ability to communicate effectively and clearly with local school staffs and system wide cost center heads

DESIRABLE QUALIFICATIONS

1. CPA certificate and/or Certification of Finance Officer for the State of Kentucky
2. MUNIS or governmental experience preferred