
**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: Chief Financial Officer

REPORTS TO: Superintendent

SUPERVISES: Accounting Manager, Account Clerk III

SUPERVISORY RESPONSIBILITIES:

Directly supervises finance department staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

BASIC FUNCTION:

Responsible for overall financial operations of the district, including development and maintenance of annual budget and long range financial projections. Member of the district administrative team with a central role in school district planning and analysis of current programs, support systems and expenditures. 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.

REPRESENTATIVE DUTIES:

The terms of employments are designated by the contract.

- Adhere to the Professional Code of Ethics and demonstrate punctuality and regular attendance
- Responsible for budget development, administration and long range financial planning for the District.
- Participates on the district's administrative team
- Assist the Superintendent and staff to analyze financial and educational problems and develop solutions to problems that ultimately improve daily operations.
- Supervises the financial affairs of the district, handling of all funds, accounting and reporting procedures
- Participates with county and state organizations in staying abreast of school finance reform and other district-related issues
- Administers sound financial expenditures for school facilities
- Establishes and supervises a program of accounting and reporting for the financial affairs of the district
- Supervises a program of budget control
- Serves as consultant on any grant proposal originating in the District
- Ensures the timely transfer of funds from taxing authorities to the District

- Works to maintain effective district community relations, and interprets the financial concerns of the district to the community
- Supervises the collection, safekeeping and distribution of all Funds
- Arranges for the internal auditing of all central office and school accounts
- Recommends new accounting methods as desirable and necessary
- Development allocations for school staff with coordination with the Superintendent
- Oversees site-based management budget development
- Adheres to professional Codes of Ethics adopted by the Kentucky Education Professional Standards Board
- Serves as District Treasurer and treasurer of the Powell County School District Finance Corporation.
- Serves as the manager of all facilities funding and oversight of building facilities budgets for capital projects
- Bids and seeks price comparisons for items of purchase.
- Established procedures and monitoring practiced for all accounting guidelines and Redbook guidelines.
- Provides direct leadership for the District's procurement function.
- Ensures within the assigned area compliance with District policies, governmental regulations and administrative procedures.
- Performs other duties as assigned
- Establishes and maintains communications and other collaborative relationships with the business/financial community.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Practices, policies and procedures relating to sound financial management, including, but not limited to: budget preparation and control, generally accepted budgeting, accounting and auditing, principles, standards and procedures;
- Oral and written communication skills;
- Research methods and report writing techniques;
- Laws, rules and regulations related to financial management;
- Computer applications and MUNIS;
- Interpersonal skills using tact, patience and courtesy;
- Personnel requirements of the District.

ABILITY TO:

- Manage professional-level subordinates involving highly complex activities;
- Prepare, communicate and deliver presentations both orally and in writing;
- Coordinate and monitor the financial system of the District;
- Interpret and explain financial reports, statutory and regulatory requirements, and all Board financial policies;
- Perform professional and technical budgetary, statistical and accounting functions;
- Maintain current knowledge of technological advances in the field;
- Prioritize and schedule work;
- Train, supervise and evaluate personnel;
- Use financial computers programs efficiently;

- Work confidentially with discretion.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking;
- Requires the ability to communicate effectively using speech, vision and hearing;
- Requires the use of hands for simple grasping and fine manipulations;
- Requires bending, squatting , crawling, climbing, reaching;
- Requires the ability to lift, carry, push or pull light weights.

EVALUATION:

- Annual development of Professional Growth Plan.
- Annual evaluation of job performance by supervisor.

EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

- Bachelors Degree in one of the following: Business, Accounting or Finance
- One or more of the following: MBA, CPA or Certified School Financial Manager
- Twelve (12) hours of accounting coursework;
- Four (4) years' work experience in accounting or finance OR two (2) years' work experience in finance in a local school district;
- Must complete internship process and meet all requirements as stated in 702 KAR 3: 320.

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: