

NEW: Submitted:
07/01/2026 02/10/2026

JOB TITLE:	EXECUTIVE OFFICER FINANCE
DIVISION	BUSINESS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 16
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8066
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Leads the Financial Services department of the District in implementing best practices in public sector financial management and planning. Administers both operational and programmatic support to the District to ensure short and long term prudent fiscal operations including management of all assets and liabilities. Manages and provides direct support to the Chief Business Officer for all financial and related services ensuring they align with the District's strategic plan and long range goals. Collaborates with District leaders to lead the budget process and communicate with all stakeholders. Administers the distribution of financial resources in accordance with allocations determined by the state and approved by the Board of Education.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Leads the implementation of the District's strategic plan goals regarding effective and efficient financial operations to ensure proper stewardship, equitable allocation of resources, and performance monitoring

Serves as a member of the Chief Business Officer's leadership team and acts as the Chief Business Officer's designee in division wide financial matters as assigned

Executes an annual budget process that communicates the needs identified by the Superintendent, cabinet, and Board of Education and results in approval of the required funding

Supervises major functions of the Financial Services department including Accounting Services, Payroll, Grants and Awards Accounting, Purchasing, Insurance, and Budget

Leads the Financial Services department in fiscal planning and management in development and implementation of appropriate regulations, monitoring processes, and internal audit procedures

Prepares and presents long range financial plans and forecasts, and communicates fiscal matters to the Chief Business Officer, District leaders, and the Board of Education and community as assigned

Establishes policies and procedures in accordance with federal, state, and local statute to ensure strong internal controls

Provides useful, timely financial reports to convey information to the School Board and division program managers on a regular basis as assigned

Directs the budgeting, accounting and reporting of all funds (e.g. assets, liabilities, revenue and expenses) in compliance with District policies, and federal, state, and local regulations and requirements

Directs the funding development of capital improvement and bonding and oversees taxes and property assessments

Assess the financial impact of legislation, ballot measures, and negotiations, and participate in bargaining negotiations

Regular, predictable performance is required for all performance responsibilities

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities. This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's Degree in Finance, Business Administration, or related field required

Five (5) years of successful experience in the field of business management with responsibilities in financial accounting, budgeting, cost accounting, and finance in full-service school District with annual large dollar budget

Thorough knowledge of the principles, procedures, and practices of public-school operations, development of a public budget, and understanding of the interaction of the various departments within a school division

Working knowledge of payroll, accounting and budgeting systems

Extensive knowledge of Kentucky Model Procurement Laws, Kentucky School Laws, and District procedures and guidelines and ability to effectively interpret and communicate those laws

Ability to communicate effectively (both orally and in writing) with the Board of Education, school personnel, senior leadership, parents, government agencies, and members of the community

Effective communication skills

DESIRABLE QUALIFICATIONS

Kentucky certification endorsed for Superintendent or School Business Official

Master's Degree in Finance

Major education emphasis in Business Administration, Accounting or Finance in school District or public agency with annual large-dollar budget

Certified Public Accountant

Experience a diverse workplace



REVISED: **07/01/2026**
07/01/2019 Submitted: **02/10/2026**
06/11/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR-DIRECTOR BUDGET
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8432
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility of the District Five-Year Financial Plan. Assists in budget preparation, development and monitoring for the school District. Assumes a technical role on financial impact reports as needed and assists in the financial management of the long-range facilities project.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans and develops the total financial plan for the school District which includes Capital Outlay, Building Fund, Construction Fund, General Fund, and finance reports/assignments as needed

Develops a fiscal year and a five-year estimate of revenue and expenditures for operating the school system

Develops the annual planning and budgeting calendar which includes a prescribed format and dates upon which the Superintendent and cabinet members develop recommendations to the Board regarding new year financial priorities tied to the strategic plan

Develops the Tentative and Working Budget documents and presentations that demonstrate the connectivity of resource usage to the strategic plan

Assists school administrators, department heads, and division chiefs on budget plans, new projects, proposals, and other financial issues

Assists in the planning of new school needs

Prepares annual presentation of school allocation standards

Regular, predictable performance is required for all performance responsibilities

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing,

and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Master's Degree in Business Administration or Educational Administration or a bachelor's degree with significant finance/accounting experience

Three (3) years of successful experience in management position with responsibility for the formulation and documentation of a comprehensive program budget

Experience with professional presentations, excellent numeracy skills with attention to detail, and strong analytical skills

Effective communication skills

DESIRABLE QUALIFICATIONS

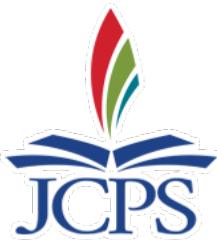
Successful experience with production of annual budget reports and ad-hoc financial reports

Evidence of supervisory experience leading a high-performing quality team in planning, evaluating, designing, and implementing an organization's budget

Clear demonstration of experience with accounting software and technical skills required for analyzing and presenting financial information

High commitment to self-motivated activity, excellent problem solving skills, and excellent support to stakeholders

Experience in a diverse workplace



REVISED: 07/01/2026 Submitted: 02/10/2026

JOB TITLE:	EXECUTIVE DIRECTOR BUDGET
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 13
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8432
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility of the District Five-Year Financial Plan. Assists in budget preparation, development and monitoring for the school District. Assumes a technical role on financial impact reports as needed and assists in the financial management of the long-range facilities project.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Plans and develops the total financial plan for the school District which includes Capital Outlay, Building Fund, Construction Fund, General Fund, and finance reports/assignments as needed

Develops a fiscal year and a five-year estimate of revenue and expenditures for operating the school system

Develops the annual planning and budgeting calendar which includes a prescribed format and dates upon which the Superintendent and cabinet members develop recommendations to the Board regarding new year financial priorities tied to the strategic plan

Develops the Tentative and Working Budget documents and presentations that demonstrate the connectivity of resource usage to the strategic plan

Assists school administrators, department heads, and division chiefs on budget plans, new projects, proposals, and other financial issues

Assists in the planning of new school needs

Prepares annual presentation of school allocation standards

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Master's Degree in Business Administration or Educational Administration or a bachelor's degree with significant finance/accounting experience

Three (3) years of successful experience in management position with responsibility for the formulation and documentation of a comprehensive program budget

Experience with professional presentations, excellent numeracy skills with attention to detail, and strong analytical skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Successful experience with production of annual budget reports and ad-hoc financial reports

Evidence of supervisory experience leading a high-performing quality team in planning, evaluating, designing, and implementing an organization's budget

Clear demonstration of experience with accounting software and technical skills required for analyzing and presenting financial information

High commitment to self-motivated activity, excellent problem solving skills, and excellent support to stakeholders

Experience in a diverse workplace



NEW: Revised: Submitted:
07/01/2026 02/10/2026
07/01/2019 06/11/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR DIRECTOR ACCOUNTING
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8444
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Supervises the management of the accounting and disbursement functions of the District with minimal supervision; provides supervision directly or through department to include: expense control, federal program accounting, financial reporting, cash flow, and revenue.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises the management of the accounting and disbursement functions of the District including accounts payable, financial accounting and reporting for all centralized funds, grant accounting and control, and revenue

Works closely with Internal Audit to ensure local school accounting conformance

Develops accounting operational strategies and improvements by evaluating trends; establishing critical measurements, determining customer service strategies; resolving problems and implementing improved processes

Supervises the preparation of monthly and year-end financial reports for all centralized funds and federal and state funds

Works cooperatively with external and federal auditors in the auditing of all financial and program records; attends exit interviews and coordinates replies as to corrective action either taken or planned

Develops and coordinates training sessions and training resources needed to ensure school staff are informed and understand the financial policies and procedures of the District

Participates in the analysis and forecasting of the District's cash requirements and participates in investment strategies to maximize earnings and ensure sufficient operating funds

Regular, predictable performance is required for all performance responsibilities

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. The work requires activities involving driving automotive equipment, and exposure to dust, fumes and gases.

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally

(up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's Degree with a major in accounting or business administration

Three (3) years of successful supervisory and administrative experience in accounting

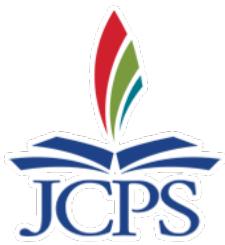
Demonstrated ability to complete assignments accurately and effectively with established time schedules

Ability to communicate effectively and clearly with local school staffs and system wide cost center heads

DESIRABLE QUALIFICATIONS

CPA certificate and/or Kentucky certificate as a School Business Administrator

Experience in a diverse workplace



Revised: 07/01/2026 Submitted: 02/10/2026

JOB TITLE:	EXECUTIVE DIRECTOR ACCOUNTING
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8444
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Supervises the management of the accounting and disbursement functions of the District with minimal supervision; provides supervision directly or through department to include: expense control, federal program accounting, financial reporting, cash flow, and revenue.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises the management of the accounting and disbursement functions of the District including accounts payable, financial accounting and reporting for all centralized funds, grant accounting and control, and revenue

Works closely with Internal Audit to ensure local school accounting conformance

Develops accounting operational strategies and improvements by evaluating trends; establishing critical measurements, determining customer service strategies; resolving problems and implementing improved processes

Supervises the preparation of monthly and year-end financial reports for all centralized funds and federal and state funds

Works cooperatively with external and federal auditors in the auditing of all financial and program records; attends exit interviews and coordinates replies as to corrective action either taken or planned

Develops and coordinates training sessions and training resources needed to ensure school staff are informed and understand the financial policies and procedures of the District

Participates in the analysis and forecasting of the District's cash requirements and participates in investment strategies to maximize earnings and ensure sufficient operating funds

Regular, predictable performance is required for all performance responsibilities

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's Degree with a major in accounting or business administration

Three (3) years of successful supervisory and administrative experience in accounting

Demonstrated ability to complete assignments accurately and effectively with established time schedules

Ability to communicate effectively and clearly with local school staffs and system wide cost center heads

DESIRABLE QUALIFICATIONS

CPA certificate and/or Kentucky certificate as a School Business Administrator

Experience in a diverse workplace



NEW: Revised: Submitted:
07/01/2026 02/10/2026
07/17/2019 07/16/2019

JOB TITLE:	EXECUTIVE ADMINISTRATOR DIRECTOR PAYROLL
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 14 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8182
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership, oversight and direct supervision and direction to management and development of the District's Payroll Department as well as payroll systems, reports and processes to insure internal control, accuracy and compliance with applicable laws, District policies, contracts, and remittance deadlines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership and direction related to all District payroll systems, reports and processes to ensure internal control, accuracy and compliance with multiple remittance deadlines, federal & state laws, District policies and union contracts

Provides leadership and oversees the District's complex payroll processing to insure pay/deduction accuracy, and confirms mandatory deadlines are met for direct deposit, tax and withholding remittances

Provides leadership and direction in the administration of HR/Payroll systems related to system maintenance/upgrades, permissions, and control tables including the development of tax tables, leave accruals, calendars, and salary schedules

Communicates and provides payroll guidance to District leadership and employees as well as vendors, auditors, union representatives, Kentucky Department of Education, Department of Employee Insurance, KTRS and KRS staff

Analyzes HR/Payroll data and directs the development of internal controls and system edit reports to maintain data integrity and reduce risk of errors or fraud

Provides leadership and direction to ensure compliance and accuracy of the District reporting for W-2s, Professional Salary Data (PSD), Classified Salary Data (CSD), Kentucky Teachers' Retirement Systems (KTRS), County Employees' Retirement Systems (CERS) and Department of Employee Insurance (DEI) data exchanges

Provides leadership and direction of the general ledger posting of all payroll expenses including the reconciliation of deduction liability accounts, payroll bank reconciliation and the fiscal end of year reconciliation of escrow/salaries

Reviews and interprets Kentucky Revised Statutes, union contracts, federal and state laws to insure compliance and impact on the school District to formulate and recommend Payroll policies for the District

Provides leadership and direction in response to Open Records requests, subpoenas, audits and employment verifications

Regular, predictable performance is required for all performance responsibilities

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull light weights.~~

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek).

Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree

Three (3) years of successful supervisory and administrative experience in payroll

Effective communication skills

Demonstrated ability to meet established deadlines

DESIRABLE QUALIFICATIONS

Master's degree

Kentucky Certified School Financial Manager

Experience in a diverse workplace



Revised: 07/01/2026 Submitted: 02/10/2026

JOB TITLE:	EXECUTIVE DIRECTOR PAYROLL
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8182
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership, oversight and direct supervision and direction to management and development of the District's Payroll Department as well as payroll systems, reports and processes to insure internal control, accuracy and compliance with applicable laws, District policies, contracts, and remittance deadlines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership and direction related to all District payroll systems, reports and processes to ensure internal control, accuracy and compliance with multiple remittance deadlines, federal & state laws, District policies and union contracts

Provides leadership and oversees the District's complex payroll processing to insure pay/deduction accuracy, and confirms mandatory deadlines are met for direct deposit, tax and withholding remittances

Provides leadership and direction in the administration of HR/Payroll systems related to system maintenance/upgrades, permissions, and control tables including the development of tax tables, leave accruals, calendars, and salary schedules

Communicates and provides payroll guidance to District leadership and employees as well as vendors, auditors, union representatives, Kentucky Department of Education, Department of Employee Insurance, KTRS and KRS staff

Analyzes HR/Payroll data and directs the development of internal controls and system edit reports to maintain data integrity and reduce risk of errors or fraud

Provides leadership and direction to ensure compliance and accuracy of the District reporting for W-2s, Professional Salary Data (PSD), Classified Salary Data (CSD), Kentucky Teachers' Retirement Systems (KTRS), County Employees' Retirement Systems (CERS) and Department of Employee Insurance (DEI) data exchanges

Provides leadership and direction of the general ledger posting of all payroll expenses including the reconciliation of deduction liability accounts, payroll bank reconciliation and the fiscal end of year reconciliation of escrow/salaries

Reviews and interprets Kentucky Revised Statutes, union contracts, federal and state laws to insure compliance and impact on the school District to formulate and recommend Payroll policies for the District

Provides leadership and direction in response to Open Records requests, subpoenas, audits and employment verifications

Regular, predictable performance is required for all performance responsibilities

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree

Three (3) years of successful supervisory and administrative experience in payroll

Effective communication skills

Demonstrated ability to meet established deadlines

DESIRABLE QUALIFICATIONS

Master's degree

Kentucky Certified School Financial Manager

Experience in a diverse workplace