

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

NEW: Submitted:
 07/01/2026 02/10/2026
 04/01/2026 03/31/2026

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

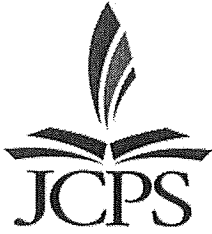
This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities. This position requires the following physical activities 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).
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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



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