

Job Title: Chief Financial Officer

POSITION SUMMARY:

The job of the Chief Financial Officer was established for the purposes of directing business programs and financial services; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines. The CFO is a member of the Executive Staff and supervises Financial Operations.

ESSENTIAL FUNCTIONS:

- Analyzes a variety of financial information (e.g. revenues, expenditures, cash management, cost projections, real estate, insurance, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations are within budget.
- Assists a variety of external agency personnel (e.g. auditors, grant representatives, regulatory agency staff, etc.) for the purpose of providing information, general support, and risk assessment of district operations.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, public officials, community members, vendors, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, school districts, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Conducts internal audits (e.g. general and special funds, etc.) for the purpose of ensuring program operations are within budget and in accordance with fiscal practices.
- Communicates with district personnel (e.g. Finance Director, Staff Attorney, Human Resources Supervisor, Technology Department etc.) for the purpose of advising of new policies and making recommendations to update current policy.
- Facilitates meetings, workshops, seminars, etc. (e.g. financial procedures, regulatory requirements, community or outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Maintains a variety of manual and electronic fiscal information, files and records (e.g. payroll, month end, student activities, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.

- Prepares a wide variety of materials (e.g. annual budgets, financial statements, reports for the Auditors, Board, Superintendent, County Commission, department administrators, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing supporting materials for requested actions.
- Provides assistance and direction for all school bookkeepers.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Resides on committees as assigned by the Director of Schools at the district and county level.
- Researches financial topics and related legal issues (e.g. discrepancies, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on district operations.
- Responds to a wide variety of inquiries of staff, district personnel, other professional organizations, etc. (e.g. accounting guidelines, expenditure status, grant guidelines, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.
- Assists in design of short and long term operational plans for the district.
- Attends meetings as needed and provides information and reports regarding the operational aspects of the district as pertains to finance.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Completes all state budget reporting required for LEAs including the state funds budget, the general purpose special education budget, and all final expenditures reporting.
- Processes and approves federal grant reimbursement packets.

QUALIFICATIONS:

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services. To support the mission of the Rhea County School System and accomplish all assigned tasks/missions effectively and efficiently

Experience

Job related experience within specialized field with increasing levels of responsibility is required.

Education

Bachelor's degree in Finance, Public Administration, or Accounting preferred in job related area

WORK CONDITIONS:

Normal working environment.

240-day contract.

Reports directly to the Director of Schools.

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* regarding overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:00 a.m. and continues through the following Saturday at 11:59 p.m.).

***The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Rhea County Schools