

# **Job Description: Assistant Superintendent – Chief Financial Officer**



Assistant Superintendent - Chief Financial Officer

## **FLSA Status:**

Exempt

## **Salary Grade, if non-union:**

SG24.1 Admin

## **Our Mission:**

Our mission is to bring the best of public education to our community by providing innovation and choice within a continuous preschool through a post-secondary curriculum so that each child recognizes the benefits of lifelong learning, constructive citizenship, and personal happiness.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work performed by the employee assigned. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when the duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessities.

## **Custom Job Purpose:**

This position exists to perform highly responsible administrative work managing the fiscal, full-time equivalency (FTE) process, treasury, and budget activities of the System legally and efficiently while protecting the fiscal integrity of the System. Supports budgeting and financial decision-making for schools and central office budgets.

Directs the sections of Finance, Accounting, Payroll, Federal Programs, Human Resources, Systems Applications, and Risk Management.

## **Essential Functions of this Job**

Plans and develops the System's budget focused on the Board of Trustees' priorities. The superintendent and board provide timely, clear, and understandable information regarding current and anticipated income and expenditures and the System's fiscal condition. Develops, recommends, and evaluates financial and business policies and procedures. Monitors all business and economic activities throughout the school system. Directs and manages assigned areas of responsibility, recruits, selects, orients, trains, coaches, counsels, and disciplines, staff. Plans, monitors, appraises, and reviews staff job contributions.

## **Job Description: Assistant Superintendent – Chief Financial Officer**

Advises on all business-related State laws, Federal tax laws, State Board of Education rules, and School Board of Trustees policies and monitors changes. Develops and implements business accounting procedures. Analyzes the financial requirements and status of the School System. Advises on central procurement, insurance, capital outlay, bank financing, and investment of funds. Implements and administers tax-sheltered investment plans, auxiliary retirement plans, and retirement incentive plans. Oversees the Treasury functions of the System's funds. Follows the district's policies and procedures related to fixed assets.

Administers the division budget. Responsible for tangible personal property assigned to the division. Prepares correspondence and reports relating to the functions of the division. Coordinates with various civic and other groups maintaining favorable public relations.

### **Non-Essential Functions of this Job**

Performs other duties as assigned.

### **Knowledge, Skills, and Abilities:**

Thorough knowledge of budgeting, Generally Accepted Accounting Principles(GAAP), and fiscal affairs. Extensive knowledge of state and federal laws, regulations, and policies governing public education and financial practices and procedures. Comprehensive understanding of auditing procedures and practices and treasury management. Ability to formulate and implement new business methods and techniques. Knowledge of organizational behavior, policy formulation, and strategic goal-setting skills. Strong budget development and implementation skills. Strong executive-level business communications skills. Strong oral, written, and interpersonal communications skills. Robust word processing, spreadsheet, accounting, and presentation software skills. Strong analytical, decision-making, and creative problem-solving skills. Ability to maintain and establish a financial investment program. Ability to plan, organize and direct the work of subordinates. Ability to facilitate group processes in consensus building, conflict resolution, planning, and decision-making. Bilingual/biliterate preferred.

### **Education, Experience, and Certification/License Requirements**

Graduation from an accredited college or university with a Master's degree in Business Administration, Public Administration, or a business-related field or a Certified Public Accountant license is required. Five (5) years of business and finance management experience with Generally Accepted Accounting Principles is required, including experience in corporate or public financial planning and budgeting or administration. Preference will be given to candidates with Florida school finance experience. Supervisory experience required.

### **Work Context:**

Requires sitting and some standing, walking and moving about to coordinate work. Requires coordinating or leading others in accomplishing work activities. Requires face-to-face discussions and contact with individuals and teams. Alternative communication systems include electronic mail, telephones, and computers. Requires coordination of work tasks to establish priorities, set goals, and meet deadlines. Requires making decisions that affect other people, the financial resources, and the image and reputation of the District. Opportunity to make decisions

## **Job Description: Assistant Superintendent – Chief Financial Officer**

without supervision. Responsible for work outcomes and results. Requires work with both internal and external contacts and with the public.

### **Physical Environment:**

Light work occasionally exerts up to 20 pounds and 10 pounds of force as frequently as necessary.

### **Local Code:**

9000

### **EEO5:**

### **Approval Date:**

### **Date Last Revised:**

04/10/2022

The Lake Wales Charter Schools prohibit all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, disability, or other basis prohibited by law in any of its programs, services, or activities, or employment.