



Title: Chief Finance Officer

Qualifications:

- Minimum of three years of professional experience in a business related field combined with one of the following:
 - Baccalaureate degree from an accredited four –year college or university with a concentration in a business-related curriculum (accounting, finance, or business administration, etc.) including a minimum of 9 semester hours in accounting, or
 - Baccalaureate degree in a non-related concentration with a minimum of 24 semester hours of business-related courses, 18 hours of which must be in the courses Accounting Principles and Procedures and Business Management Concepts and Practices, or
 - Graduate degree in a business related field, or
 - A Certified Public Accountant licensed in North Carolina

Special Requirements:

- Must maintain Continuing Professional Education (CPE) required by the State Board of Education for School Finance Officer Certification

Supervises: Finance Business Services Personnel

Nature of Work:

The Chief Finance Officer is to provide leadership in assuring the accomplishment of the School system's ongoing goals and objectives. This employee manages the fiscal affairs of a school system through the installation and maintenance of an integrated system to plan fiscal needs, to ensure valid disclosure of receipts and disbursements and to make sound investments of any cash balances. This employee interprets and follows regulations prescribed by the Local Government Commission, funding agencies and the Board of Education This employee exercises discretionary judgment in the resolution of operational problems and correction of the resulting effects of these. Errors may cause significant disruption of the school system's operations and/or loss of considerable funds. This employee receives general direction and the work is evaluated through accomplishments and the reports of official audits. Direct supervision is exercised over the staff in the Finance Business Services Department.

Knowledge and Skills:

- Considerable knowledge of generally accepted accounting concepts and principles with emphasis on governmental accounting.
- Considerable knowledge of information processing and networking practices.
- Considerable knowledge of computer operations and capabilities.

- Working knowledge of general business management practices.
- Ability to analyze and synthesize data.
- Ability to present complex information in a clear and concise manner.
- Ability to plan, organize and direct work of subordinate personnel.
- Ability to communicate clearly regulations and practices.

Essential Job Functions:

- Develops, for the superintendent and board, short and long term budgets and amendments with concise explanation of needs and reasons for any change.
- Establishes and maintains an accounting system to detail assets, liabilities, equities, obligations, expenditures, and current and projected revenues.
- Certifies the requisition of operational funds.
- Receipts and oversees the deposit of all money accruing to the school system.
- Allocates funds to programs and schools with conditions governing their use.
- Conducts pre-audits of all obligations to ensure budgeted appropriation and unencumbered balances.
- Approves or disapproves necessary disbursement for fiscal claims against the school system.
- Audits accounts of employees collecting or receiving taxes or other monies.
- Ensures the timely and accurate preparation of required and requested reports.
- Invests all idle cash as directed by the local board.
- Assigns work and evaluates performances of subordinates.
- Recommends to the Assistant Superintendent Human Resources the selection and discipline of employees.
- Maintains liaison with other department to serve as the financial advisor.
- Provides leadership in establishing system-wide goals; assists in the development of a comprehensive program plan, effectively communicates with staff and community and in the planning for professional development of self and staff.
- Coordinates, facilitates, manages, and supervises activities of staff and reports on the status of services.
- Develops and coordinates personnel policies and procedures.
- Assists in preparation of budget and administers budget in accordance with required procedures.
- Ensures that instructional objectives for a given subject and/or classroom are developed and involves the faculty and others in the development of specific curricular objectives to meet the needs of the school program.
- Provides opportunities for staff participation in the school program.
- Assists in the development and implementation of policies and provides leadership in assessing personnel.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: _____ Date: _____