

**Job Title:** CHIEF FINANCIAL OFFICER  
**Reports to:** Superintendent of Schools  
**Dept./School:** Central Administration  
**Wage/Hour Status:** Exempt  
**Date Revised:** March 25, 2024

### **Primary Purpose**

The Chief Financial Officer is a Cabinet-level position who serves under the general direction of the Superintendent. The Chief Financial Officer is responsible for the day to day district financial operations and overall fiscal condition of the district. Oversees the implementation and consistent application of sound management practices and controls, including, but not limited to, transparent financial reporting and analysis, cash flow, debt management, tax collection, the procurement process, payroll, accounts payable, risk management, nutritional services, and managing and monitoring the budget. Oversees data requested and received by TEA about public education, including student demographic and academic performance, personnel, financial, and organizational information. Serves campuses and departments by providing resources from a service oriented team. Serve as the chief financial adviser to the superintendent and board of trustees.

## **QUALIFICATIONS**

### **Education/Certification**

Bachelor's degree in a business-related field or educational administration  
Master's degree in related field, preferred  
TASBO Certification (Texas Association of School Business Officials) must complete within two years of employment

### **Special Knowledge/Skills**

Advanced technical knowledge of school finance, budgeting, accounting systems, and economics  
Working knowledge of financial applications and accounting  
Strong communication, public relations, and interpersonal skills  
Ability to use computer and software to develop spreadsheets, perform data analysis, and do word processing  
Ability to interpret policy, procedures, and data  
Ability to manage budget and personnel  
Ability to coordinate district functions

### **Experience**

Minimum five years financial management experience, preferably in a public education.

## **MAJOR RESPONSIBILITIES AND DUTIES**

### **Fiscal Management**

1. Keep the superintendent informed on the business affairs of the district. Provide strategic leadership for the school district on finances, budget development, and investments. Direct the receipt, management of revenues and expenditures of the district's funds to insure proper and maximum returns on these funds. Forecasts short- and long-range cash requirements and obligations as a basis for sound financial planning.
2. Ensure that accounting systems comply with applicable laws and regulations including Texas Education Agency Financial Accountability System and Resource Guide and any Federal Financial Accounting Manual. Evaluate accounting procedures, systems, and controls in all district departments and recommend improvements in their design, implementation, and maintenance.
3. Maintain a continuous auditing program for all funds and collaborates with the district's independent and internal auditors in conducting the annual or periodic audit.

4. Maintain the district investment portfolio. Develop cash flow analysis to aid in determining cash available for investment and payment of bills. Oversee preparation of monthly bank reconciliation for the operating, special revenue, debt service, construction, tax, cafeteria, and athletic accounts; review reconciliation of vendor and payroll clearing accounts.
5. Review and approve all purchase orders and check requests and maintain control of budget by verifying availability of funds. Supervise the preparation of bids and bid specifications. Maintain accurate inventory records of the district's fixed and movable assets.
6. Provide leadership to achieve cost-effective practices throughout the district. Work with district personnel to project student enrollments, staffing needs, employee benefit programs, building and facility needs, capital equipment needs, and other cost items for district and individual school improvement.
7. Ensure that business operations support the district's goals and objectives. Administer the business office budget and ensure that programs are cost effective and funds are managed prudently.
8. Provide training for budget managers with their respective campus and department staff on financial systems, procedures, and controls.
9. Oversee the development and recommendation of compensation plans. Ensure coordination and effective use of Position Management System as it relates to human resource, budgeting and payroll.
10. Oversee data requested and received by TEA about public education, including student demographic and academic performance, personnel, financial, and organizational information.
11. Monitor the Child Nutrition department operations through the supervision of the Food Services Director.
12. Direct the administrative activities required for school-bond-issue elections.

### **Policy, Reports, and Law**

13. Implement policies established by federal and state law, State Board of Education rule, and local board policy in area of business operations.
14. Direct personnel to compile, maintain, and file all physical and computerized reports, records, and other documents required.
15. Prepare and evaluate monthly financial statements and related budget reports.
16. Prepare and publish comprehensive annual financial report in compliance with TEA regulations as stated in FASRG. Develop semi-annual financial information for submission of data to TEA.
17. Maintain a system for documentation of required reports and ensure deadlines are met with documentation on submission of reports.
18. Ensure integrity and accuracy of all district, campus, and student data reported through PEIMS.

### **Personnel Management**

19. Supervise and evaluate the performance of Comptroller, PEIMS Data Quality Compliance and Accountability Director, Purchasing Director, Food Services Program, Budget Director, and Chief Financial Officer Secretary.
20. Establish written processes and procedures relative to all aspects of finance and accounting to ensure effective execution of staff responsibilities for the various offices under the Chief Financial Officer. Define the duties of the personnel under the Chief Financial Officer's direction.

- 21. Establish standards operational, organizational and procedures handbook for respective offices under the Chief Financial Officer. Develop training options and/or improvement plans to ensure exemplary business operations.
- 22. Establish systems for verification to ensure accurate execution of job duties and responsibilities related to all areas for the division of business. Evaluate job performance of employees to ensure effectiveness.
- 23. Ensure accountability in employee performance with appropriate and documented administrative action, as necessary.
- 24. Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.
- 25. Promote a positive work environment that fosters high staff morale and excellence in the district.
- 26. Serve as liaison between the Superintendent’s Office and staff.

**Community Relations**

- 27. Demonstrate awareness of district and community needs and initiate activities to meet those needs.

**Other Related Duties**

- 28. Direct the administrative activities required for Board of Trustee elections.
- 29. Maintain confidentiality of information.
- 30. Perform all other task and duties as assigned.

**WORKING CONDITIONS**

**Mental Demands/ Physical Demands/Environmental Factors**

Maintain emotional control under stress. Occasional district and statewide travel. Occasional prolonged and irregular hours.

\*\*\*\*\*

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_