

## WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

**TITLE:** Chief Financial Officer

**EMPLOYEE CATEGORY:** 1/Administrative Personnel

### **QUALIFICATIONS:**

1. Bachelor of Science Degree in Business, Management or a related field and five (5) years professional experience
2. Possess basic knowledge of accounting and financial management processes.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of governmental accounting standards, Florida School Law and State Board of Education regulations. Management skills in supervising areas of budgeting, accounting, auditing, purchasing, investments and food service. Group dynamics and communication skills for both oral and written presentation. Ability to plan and analyze. Ability to utilize personal computer / mainframe software and hardware. Knowledge of banking as it relates to investments.

**REPORTS TO:** Assistant Superintendent for Administration

<b>JOB GOAL</b>
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To assist in coordinating and maintaining the District's finance and payroll systems.
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**SUPERVISES:** Assigned Personnel

### **PERFORMANCE RESPONSIBILITIES:**

#### **Service Delivery**

1. Coordinate and perform the functions of financial accounting, program cost reporting, accounts payable, financial reporting, payroll, cash receipts and cash flow.
2. Administer the District's investment program.
3. Administer functions of the employee benefits program.
4. Facilitates provision of information regarding the financial status of the school system.
5. Prepare financial reports upon the request of the Assistant Superintendent for Administration and/or Superintendent.
6. Prepare financial reports as required by state and federal agencies having jurisdiction over public school funds.
7. Assist in the preparation of data for the collective bargaining process.
8. Assist in the preparation of grant applications.
9. Serve as the District contact person for retirement matters.
10. Prepare the fiscal year-end property records report.
11. Assist in submission of State staff Automated surveys.
12. Administer district purchasing, including RFP's, bids, and contracts as necessary, with responsibility for managing and coordinating purchasing through the District, assuring maximum value educationally and financially in securing supplies, materials, equipment and services.

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13. Plan for and control the cash flow in order to ensure that adequate funds are available for daily operations and to receive maximum returns on investments.
14. Prepare the Superintendent's Annual Financial Reports.
15. Develop, recommend and administer the department budget.

**Inter / Intra-agency Communication and Delivery**

16. Provide technical assistance in preparing and maintaining budgets.
17. Facilitate effective community relations and interpret financial matters to the community.
18. Provide coordination of activities between units in the Finance Department
19. Advise and assist District staff members on budget, accounting policies and interpret / apply policies to the various financial functions.

**Professional Growth and Improvement**

20. Provide technical assistance to assigned employees as needed.
21. Assist in providing for cross-training of personnel within the department.
22. Set high standards for self and others.
23. Promote and support the professional growth of self and others.

**Systemic Functions**

24. Keep abreast of legal requirements and proposed changes in areas of responsibility and advise the Assistant Superintendent for Administration regarding impact on the District.
25. Post and balance bond registries as payments are made and coupons are received.
26. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
27. Perform other incidental tasks consistent with the goals and objectives of the District and this position.

**Leadership and Strategic Orientation**

28. Recommend, initiate and review new and improved methods, policies and procedures for budget preparation, administration and analysis.
29. Assist in the preparation of the annual District budget.
30. Assist in the preparation of financial reports and statements to the schools, the District, the state and federal government.

**PHYSICAL REQUIREMENTS:** Light Work

Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:** 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan. Hours of employment shall be those established by the District.

**EVALUATION:** Annually by the Assistant Superintendent for Administration

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**SALARY ITEM NUMBER:** # 31--Level II