

DOUGLAS COUNTY SCHOOL DISTRICT

Position Title: Chief Financial Officer

Reports to: Superintendent of Schools

POSITION SUMMARY

Principal advisor on financial management and fiscal stability practices for the District, and a member of the Superintendent's Cabinet.

ESSENTIAL DUTIES & RESPONSIBILITIES

- W 10% Collaborates with District Administrators and community stakeholders to align educational vision, BOE Core Values, & standards implementation with major financial objectives and fiscal management policies, and develop & implement business services that align with BOE Goals and Executive Limitations.
- D 20% Leads, directs, and coordinates the preparation of budgets, financial statements, and related activity. Identifies and takes corrective action on problem areas found through financial analysis. Communicates condition of District's budget and finances to the Board of Education and the community. Oversees preparation of state and District reports on all business and financial matters.
- W 20% Directs and evaluates Business Services supporting programs: Budget, Finance, Accounting Services, Purchasing, Warehousing, as well as Enterprise operations; i.e., Nutrition and Childcare. Develops and administers policies and procedures related to program effectiveness, including any needed recommendations for change, to the Board of Education.
- D 15% Provides direct supervision of Business Services Division Directors in implementing District-wide business and financial standards. Performs human resources activities: hires/mentors/disciplines/terminates; ensures professional development, and conducts evaluations.
- D 10% Directs and administers short and long term financial planning for the District to ensure long term stability, including financing through bonds, certificates of participation, etc.
- Q 15% Oversees the preparation of variances for budget to actual expenditures and revenue, including the analysis and reporting of results to provide forecasts.
- A 2% Establishes and analyzes departmental benchmarks against national, state, and comparable school districts.
- A 5% Plans for District financial elections based on financial projections and District needs.
- 3% Performs other related duties as assigned or requested as a member of the Superintendent's Cabinet.

MINIMUM EDUCATION OR FORMAL TRAINING

Masters Degree in Business or Public Administration, Accounting, or Financial Management. MBA or CPA preferred.

MINIMUM EXPERIENCE

Five years experience with K-12 School District Central Office Administration, school finance administration, or other governmental agency experience preferred.

Ten years experience managing a large finance department with emphasis in areas of project management, business operations, accounting/finance, and customer service required.

Advanced experience in organizational behavior and development, planning, school district management, educational policy, communications, governmental accounting, school finance, funding, and legal requirements preferred.

SKILL REQUIREMENTS

Strategic and visionary skills with sound technical and analytical abilities.
Strong leadership skills with group facilitation, planning, problem solving, & coaching.
Advanced oral and written communication and interpersonal skills.
Ability to work effectively in administrative team situations.
Knowledge of Integrated Financial Management Software Systems.

GENERAL EXPECTATIONS

Is flexible.
Has the ability to effectively communicate with the school district community.
Maintains a generally positive attitude.
Observes all District policies and procedures.

LICENSES OR CERTIFICATION

Valid Colorado Driver's License

ESSENTIAL ENVIRONMENTAL DEMANDS

Mostly clean and comfortable.

ESSENTIAL PHYSICAL REQUIREMENTS

Occasional lifting of 10 - 20 pounds.
Frequent sitting, bending, stooping, walking, standing, kneeling, squatting, and reaching.

SUPERVISORY DUTIES: Direct supervision of up to 10 Administrative/Professional staff members; indirect supervision of over 200 technical and classified support staff.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.