

## Union Public Schools Job Description

**Position Title:** Chief Financial Officer  
**Department:** Finance  
**Reports To:** Board of Education,  
with work direction from Superintendent

**FLSA Designation:** Exempt

**SUMMARY:** Responsible for overall financial operations of the District, including development and maintenance of annual budget and long range financial projections. Member of the Superintendent's Cabinet. Holds central role in District planning and analysis of current programs, support systems and expenditures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

The Chief Financial Officer (CFO) establishes strategic direction and provides leadership of the Financial Division at Union Public Schools. Key deliverables include: maintaining a multi-year financial outlook, creation of an annual budget, maintaining a General Ledger and providing financial reporting in accordance with Governmental Accounting Standards and state statutes, development of the Comprehensive Annual Financial Report (CAFR) detailing the financial status of the district, and ensuring appropriate service delivery and outcomes associated with operational functions including accounting, budgeting, encumbering, disbursements, cash management, risk management and financial planning, analysis and reporting.

1. Serve as a member of the Superintendent's Cabinet and performs related tasks including providing input on District strategies and financial information as appropriate for review of results.
2. Assembles, manages, develops and actively leads a team of finance & accounting professionals capable of meeting the required functional responsibilities.
3. Establishes tracks, manages and reports on activities and functions of the staff in the Finance Division..
4. Directs and reviews the administration of financial activities through the staff in:
  - Developing and maintaining a multi-year financial outlook.
  - Preparation, administration, and oversight of the annual District budget, and ongoing revenue and expenditure monitoring and forecasting.
  - Assisting school, department and grant managers in budget development, monitoring and management, including maintenance of financial records and controls.
  - Centralized accounting for District financial transactions, maintenance of official accounting records, preparation of annual District financial audit reports (CAFR), requisitions and purchase orders, fixed assets accounting, filing of state financial reports, monitoring of

*Chief Financial Officer  
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various funds, to include the general fund, building fund, child nutrition fund, activity funds, grant funds, and other funds as established.

- Cash flow management, banking relations, investment of District funds, disbursing of district payments, processing of employer/employee taxes and employee pay withholdings.
- Implementation of appropriate financial & budgetary controls of public and private resources.
- Property and liability insurance program management and worker's compensation program.
- Payment of vendor invoices, employee advances and reimbursements, and processing of 1099s.

5. Oversees all aspects of human resources functions, payroll functions, treasury functions, financial reporting functions, grant, and accounting functions, managing the directors in each of these areas. Oversees compliance with all related laws for all areas of the Finance Division.

6. Oversees all financial aspects of the self-funded employee health insurance fund, as well as the ongoing oversight of the benefits of the plan, claims analysis, forecast and establishment of premiums, establishment and purchase of appropriate stop-loss insurance, administration of the associated employee clinic, and all other aspects of the self-funded insurance plan.

7. Maintains knowledge of current and proposed State and Federal laws governing the control and distribution of the school district finances. Confers with legislators, members of the State Department of Education, lobbyists and other state and local organizations, providing fiscal impacts and alternative strategies.

8. Directs preparation of the proposed budget for public Board of Education meetings, along with the adopted budget for the Board's final consideration; and subsequent amended and supplemental budgets for Board adoption as needed. Also directs the annual determination of District mill levies for Board adoption.

9. Shares district financial information, when required or appropriate, and meets with community groups as appropriate. Represents the District in matters related to Oklahoma and District finance at various statewide committee or organization meetings, working with other school systems, and with the State Department of Education.

10. Plans and coordinates financial research and analysis as may be necessary or required. Provides District leadership with information to support compensation analysis, analyzes the fiscal impact of proposed compensation changes and advises leadership on financially related issues in support of compensation decisions and labor negotiations.

11. Responds as appropriate to correspondence and inquiries related to District finances and conducts presentations on public school finance to various organizations as needed (e.g., Chamber of Commerce Committees, parent groups, etc.)

12. Participates with other leaders in the formulation of District policies and plans, and advises district leaders and others of the financial, procedural and related implications of programs and proposed changes in laws, rules, policies and procedures.
14. Administers the support employee tuition reimbursement program, including the rules and payment of qualified participants.
15. Facilitates the taking forward of the required documents to approve bond financing and oversees the appropriate expenditure of bond funds.
16. Advises District in upcoming legislation that may affect school finances. Conducts long-range forecasting and advises District leadership on related fiscal policies and strategies.
17. Ensures District compliance with OCAS and the Oklahoma Department of Education determination of various financial rules and regulations. Advises District administration on school finance requirements and provisions.
18. Oversees the financial-related technology, including the staff, hardware, and software related to the functions of the Finance Division.
19. Provides legally required financial data to support other aspects of District initiatives.
20. Responsible for ensuring compliance with required audit(s) and associated information presented to auditors to verify the District's compliance in all areas of the audit.
20. Maintains high work ethic, including demonstrating highest degree of professionalism to include the appropriate work hours and attendance to ensure the responsibilities of this position are accomplished timely, accurately, and consistently.
22. Other duties may be assigned by the Superintendent or the Board of Education.

**Education Requirements:**

Degree in business administration, accounting or related area. CPA preferred. Demonstrated executive level experience and aptitude in financial/analytical matters. Demonstrated experience leading a large organization, and interacting with multiple internal/external stakeholder groups, and communication complex ideas to audiences with varying levels of financial background or expertise. 8-10 years general business finance/accounting experience with five years proven successful and responsible management and leadership experience. Knowledge of governmental accounting and financial reporting, and Oklahoma school finance. Demonstrated proficiency with financial accounting software packages and personal computer Microsoft Office products (excel, word, power point).

**SUPERVISORY RESPONSIBILITIES:** Supervises staff in the Finance Division, including the departments of Accounting, Financial Reporting and Treasury, Payroll, and Human Resources. This position is responsible for the overall direction, coordination, and evaluation of these units. Carries out CFO responsibilities in accordance with the District's policies and applicable laws. Responsible for the directors in the Finance Division, interviewing, including the areas of hiring, planning, assigning, and directing work; appraising performance, and coaching directors, as well as addressing complaints and resolving problems for the Finance Division.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administrators, public groups/community, and/or Boards of directors.

**MATHEMATICAL SKILLS:** Ability to apply advanced mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply financial concepts such as compound interest, time value of money, tax rates and discounts.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out written and oral instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES:** Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with staff and the community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all District requirements and Board of Education policies.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision. Some driving is necessary. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and

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other workers. Occasionally, the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple deadlines from several people.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet.