

**BALDWIN COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

POSITION TITLE: Chief Financial Officer

GENERAL DESCRIPTION OF POSITION:

Has oversight responsibilities for Baldwin County School System's overall financial plans, integrity of financial records, and policies along with its accounting practices and the conduct of its relationships with state agencies and the financial community; directs the budgeting, auditing, treasury management, payroll, purchasing, financial accounting, accounts payable and school nutrition operations; develops and coordinates necessary and appropriate accounting and related statistical data for all department of the Baldwin County School System.

REPORTS TO: Superintendent

FLSA STATUS: Exempt

TERMS OF EMPLOYMENT: 12 month

QUALIFICATIONS: Bachelor's degree in accounting, finance, business administration or related field from an accredited college or university required; master's degree preferred. A Minimum of five years experience in finance, business administration, accounting and/or financial management. Experience in public school system or public setting preferred. Must be able to satisfactorily perform each essential function of the position.

CERTIFICATES, LICENSES, PERMITS: Current CPA license preferred. Eligible for the Support Personnel License as issued by the Georgia Professional Standards Commission.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of general laws and administrative policies governing state and local finance practices and procedures; financial analysis; budgetary preparation and management; generally accepted accounting procedures and principles; banking procedures; cash management; expenditure and disbursement; federal, state, and local tax guidelines and laws; economic trends and current economic conditions; governmental fiscal administration including pension plan and benefits administration; fixed asset depreciation; governmental accounting and auditing; local, state and federal regulations

pertinent to public school education; budget planning and fiscal management; board governance; and strategic planning.

Skill in effective oral, written, and interpersonal communication; preparation of periodic and annual reports for not-for-profit entities; quantitative financial analysis; articulation of analytical financial information to diverse stakeholders; conflict resolution; analytical reporting; business acumen; process improvement; and use of standard computer software suite(s).

Ability to perform all accounting functions; use automated and manual financial management, accounting applications and programs; recognize situations requiring modified financial analysis and/or accounting procedures; learn and/or use relevant computer applications; maintain confidentiality; prioritize tasks; and manage multiple tasks simultaneously

Essential Functions:

- Provide strong and innovative finance and organizational leadership, and bring a service orientation to the work.
- Posses excellent written, oral, and interpersonal communication skills, and outstanding analytical skills.
- Directly supervises classified personnel in department.
- Performs supervisory responsibilities in accordance with Baldwin County School System's policies and applicable laws.
- Provides professional financial leadership, as required, to the Superintendent and Baldwin County constituents, Board, department staff, etc.
- Reviews and/or approves various reports, documents, purchase orders and activities directly related to the financial operations of the school system.
- Assists Superintendent with the development of strategic and business plans related to present and future financial needs of the school system to insure fiscal viability and stability.
- Plans and directs work assigned to staff in the Finance Department
- Provides leadership relative to strategic planning and system-wide initiatives.
- Directs and coordinates the establishment of budget programs.
- Approves financial reports and issues periodic financial and operating reports.
- Directs, consolidates and analyzes all cost accounting procedures together with statistical and routine reports.
- Directs and analyzes studies of general economic, business and financial conditions and their impact on Baldwin County School System policies and operations.
- The employee shall carry out such other and further duties, whether specifically listed above or not, as are assigned or required by such employee's supervisor, other appropriate school personnel, laws, board policy, administrative regulation, department handbook, as are reasonably necessary to the efficient operation of the school system and its mission.

PHYSICAL DEMANDS:

The ability to sit the majority of the day; be able to get up and down and walk to retrieve files; hear, speak, and be able to lift and carry up to twenty (25) pounds infrequently. Job also requires some bending and stooping.

EVALUATION:

Performance is evaluated at least annually in accordance with the personnel policy for classified evaluations.