

EDMOND PUBLIC SCHOOLS
Job Description:

POSITION TITLE: Chief Financial Officer

POSITION TYPE: ADMINISTRATOR

FLSA STATUS: EXEMPT

DEPARTMENT: ADMINISTRATION CENTER

REPORTS TO: SUPERINTENDENT

WORK CALENDAR: AC SALARY RANGE: \$107,712 - \$135,000

CONTRACT DAYS: 240

PHONE REIMBURSEMENT (\$50/MTH)

FULL TIME / PART TIME: FULL - TIME

STANDARD WORK HOURS: 8:00AM - 5:00PM

PAY FREQUENCY: MONTHLY

LAST UPDATED: 01/24/2024

JOB GOAL: Responsible for the overall financial operations of the district, including the development and maintenance of the annual operational budget and long-range financial projections. Maintains a central role in school district planning and analyses of current programs, support systems, revenues and expenditures. Provides accountability for all funds of the district, administers the financial resources of the district, identifies available resources, methods to increase district revenues, and provides assurance that district financial systems are in compliance with board policies, administrative regulations, and applicable state and federal regulations and laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Responsible for budget development, administration and long-range financial planning for the district. Assists the Superintendent and staff to analyze the financial and educational problems and develop solutions to problems which ultimately improve daily operations. Serves as resource for financial information for Superintendent, Board of Education, administration, staff, and community Prepares the annual budget for approval by the Superintendent and Board of Education. Assumes responsibility for overall management, supervision and operations of the district's Financial Services Division and development and adherence to sound internal control procedures. Directs, supervises and evaluates the departmental activities of purchasing, accounts payable, accounting, school activity funds, treasury, payroll, and budget implementation. Supervises the management of the various funds of the district, including, but not limited to, general fund, building fund, child nutrition fund, bond funds, sinking fund, and school activity funds. Supervises preparation of regular financial reports

for the Superintendent, Board of Education and staff. Allocates all funds in the budget after consultation with the Superintendent and approval by the Board of Education. Administers a budget control system for the district. Informs administrative staff about new developments in Board policies, state laws and regulations regarding financial matters. Prepares analyses of program costs, methods of financing, and long-range financial planning. Recommends changes to improve the financial management of the district and recommends changes to board policy when appropriate. Serves as district Treasurer, appointed by the Board of Education. Invests school district funds in accordance with board policies, state laws and regulations. Serves on the Board's negotiation teams for EACT and SEE negotiations. Serves on the District's Administrative Team. Keeps informed of and interprets business and financial laws, policies and regulations affecting the business affairs of the district. Represents the district in legislative meetings with respect to school finance. Serves as chief contact with the district's banking institutions. Serves as chief contact with the district's financial advisors regarding bonded indebtedness, fund availability and financial transactions regarding school bond issues. Prepares documents and other information related to school millage elections, bond elections and other financial issues. Analyzes and approves periodic capital equipment requests. Supervisors the management of the district's fixed assets and inventory control systems. Maintains administrative responsibility and financial management for bonds, including arbitrage calculations and continuing disclosure requirements. Supervises fiscal management of the district-wide vending contract. Serves as the district's insurance representative in the areas of property, fleet, and general liability coverage. Coordinates selection of insurance consultant and serves as the district contact for recommendation of service providers and processing of claims. Prepares annual financial report and arranges for annual independent financial audit. Serves as district administrator for employer paid life and disability plan. Serves as district administrator for section 125 Plan. Performs other duties and assumes other responsibilities as assigned by the Superintendent. Length of Contract: Two hundred forty (240) contract days. Evaluation: Performance of this job will be evaluated by the Superintendent in accordance with the provisions of the Board's policies and state law.

SUPERVISORY RESPONSIBILITIES: Supervises all staff as assigned by the Superintendent.

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.

EDUCATION AND/OR EXPERIENCE: Bachelor's degree in Accounting, Business, Finance or related field. Minimum of five years' experience in educational finance, including preparing or reviewing budgetary and fiscal management goals, as well as preparing and analyzing financial and budgetary data. Knowledge of rules, regulations, policies, and laws applicable to school finance. Knowledge and experience in working with Oklahoma Cost Accounting System (OCAS) and related State Department of Education regulations. Must have experience using spreadsheets, word processing, and database software, as well as working with computerized general ledger accounting software. Minimum of five year's experience supervising staff and evaluating performance.

CERTIFICATES, LICENSES, REGISTRATIONS: Licensed by the Oklahoma Accountancy Board as a Certified Public Accountant (CPA), or Administrator's Certificate – State Board of Education, or Master's Degree in Business, Finance or Educational Administration. **LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical

procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistical inference, and 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 ratios and discounts.

REASONABLE ABILITY: 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.

READING AND INTERPRETING: Reads and interprets routine to complex written or printed materials such as charts, contracts, application forms, State Statutes, Board Policies, Administrative Regulations, and instructional materials.

BUSINESS MACHINES: Uses business machines that can be easily learned from manuals or verbal instructions. Such machines include, but are not limited to, personal computers and peripherals, photocopiers, calculators, and multi-line telephones.

OTHER SKILLS AND ABILITIES: Ability to use computer and computer related programs and other technologies needed to perform essential job functions. Ability to apply knowledge of current research and theory. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to organize and chair or facilitate committees and meetings. Ability to communicate clearly and concisely both in oral and written form. 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 regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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. While performing the duties of this job, the employee regularly works inside. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.