



## Full-Time Personnel Job Description

**Job Title:** Chief Financial Officer  
**Department:** Finance  
**Reports Directly To:** Superintendent

**Date:** January 2024  
**Prepared By:** Carol Fadaiepour

**Position Closing Date:**  
*Open until filled.*

**Job Group:** AC  
**Salary Range:** TBD

☒ Exempt ☐ Certified  
☐ Non-Exempt ☐ Grant Funded

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**Primary Function of Position:** Serve as a chief finance officer (CFO) for the District. Responsible for the budgetary, financial, treasury and internal control systems of the District. Responsible for all financial reporting to the Board of Education. Powers and duties as may be prescribed by the Superintendent, including direct or delegated supervision of the Finance Team.

*Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.*

### Essential Job Functions:

1. Provides leadership for the Finance team through direct and delegated supervision and participation in order to accomplish the mission of the District and ensure excellent customer service.
2. Active participation in the development, improvement, and implementation of the policies, procedures, and philosophy of the Board of Education to ensure effective operations of the District.
3. Active participation on the Leadership Team to provide mission-driven planning for the future direction of the District.
4. Supervise and participate in the establishment and implementation of efficient procedures and effective controls for the budgeting, receipt, investment and expenditure of District funds.
5. Monitor the financial activities of the District including: budget preparation, payroll, purchasing, accounts payable, treasury, investing, fixed asset accounting, accounts receivable, cashier, bookstore, financial aid accounting and long-range projections.
6. Invest available District funds in such a way as to maintain needed cash flow while capitalizing on the maximum interest available while using conservative investment principles.
7. Responsible for preparation of the annual Financial Report for the District in compliance with governmental generally accepted financial standard; and coordination of the annual financial audit.

8. Responsible for compliance with State and Federal financial laws and regulations. Responsible for ensuring all State and Federal financial reporting requirements are met. Collaborates with Human Resources to support accurate reporting to local, state and federal authorities (e.g. IRS, TRS).
9. Responsible for oversight of property, casualty, and liability insurance for the District.
10. Facilitates the process to finance capital projects either through lease purchase or general obligation bonds.
11. Attends and participates in all meetings of the Board of Education, except when excused by the Superintendent. Responsible for all financial reporting to the Board of Education.
12. Maintain current knowledge and expertise related to financial practices and local, state and federal reporting requirements. Attends professional and educational meetings, including state and national conferences, as are necessary for the purpose of keeping informed on financial and school business issues.
13. Ability to be present on the job as described under working conditions and contract details.
14. Other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Bachelor's degree from an accredited college or university with specialization in the area of accounting, business administration or finance. Master's degree in a related field may be given additional consideration.
- A minimum of five years of experience in business management or accounting, with related responsibilities including, but not limited to: budgeting, receipts and disbursements, OCAS or similar governmental accounting; and experience with an annual operating budget.
- Certificate of Public Accountancy (CPA) or Certified School Business professional preferred
- Proficiency in all Microsoft office components (Excel, Word, PowerPoint).
- Ability to collect and analyze large amounts of financial data from multiple sources to maximize District funding and support short and long term revenue and expenditure forecasts.
- Exceptional verbal communication skills.
- Ability to perform routine and complex computations requiring a knowledge of addition, subtraction, multiplication and divisions using whole numbers, fractions, decimals and percentages
- Ability to understand and meet critical deadlines.
- Ability to excel in a fast paced work environment by prioritizing tasks and projects.
- Strong flexibility, time management, and organizational skills are a must.
- Anticipate needs, be resourceful and have ability to build strong employee partnerships within the organization.
- Able to manage heavy workload and work outside of regular work schedule in order to accommodate special projects and departmental deadlines.
- Ability to consistently deliver superior customer service and work quality to internal and external customers.
- Must be eligible for bonding in accordance with local and state requirements in an amount not less than \$100,000; Subject to credit check in accordance with the Fair Credit Reporting Act.

**Working Conditions:**

Long periods of sitting and standing. Ability to lift 10-25 lbs. Low-level machine noise is encountered the majority of every day. Concentrated visual effort is required. Extensive communication with internal and external customers. Occasional business related travel. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

**Organizational Relationship:**

Full-time, exempt personnel position reports directly to the Superintendent.

**Contract Details:**

Twelve month contract subject to annual renewal. Working days and hours are Monday through Friday, 8:00 a.m. – 4:30 p.m.

**Contact:**

Human Resources  
12777 N. Rockwell Avenue  
Oklahoma City, Oklahoma 73142  
(405) 717-4625

Only persons of interest will be contacted.

**Disclaimer:**

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified."

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