



Job Title: Chief Financial Officer

Job Code Number: 710

Department: Administration

Reports To: Superintendent

Contracted Days: 260

Position Summary: The Chief Financial Officer is responsible for advising the superintendent and school board on the financial budget matters of the district. The chief financial officer prepares and administers the district budget, guides the development of long-term capital financing methods, directs and supervises all business/finance functions including, but not limited to, risk management budgeting and grants management, while adhering to district policies and procedures.

Qualifications:

1. A Bachelor's degree from an accredited university in a field related to the listed areas of responsibility is required. An advanced degree is strongly preferred.
2. Experience in budgeting, school finance and governmental investment practices is required.
3. Satisfy all state requirements regarding office of treasurer is required.
4. Administrative experience in the areas of strategic planning, budgeting, staffing, and employee supervision is preferred.
5. Experience with business contract negotiations is preferred.

The Board of Education and Superintendent may approve alternatives to some of the listed qualifications.

Customer Contacts (Internal and External)

Internal: Administration, teachers, students.

External: Parents, community agencies.

Performance Responsibilities:

1. Oversees departmental budget for all operational functions of the district.
2. Coordinates, prepares, presents and manages the school district's annual budget.
3. Works with the Superintendent to plan allocations for appropriations for all school district funds and individual site budgets.

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4. Serves as District Treasurer.
5. Supervises and evaluates all business office personnel.
6. Coordinates all activities with the school district's financial consultant, bond consultant and independent auditor.
7. Provides monthly report for all revenue and expenditure budgets, investments of district funds and reconciled treasurer's reports.
8. Maintains a continuous auditing program of all funds.
9. Monitors all federal, state and private source funds.
10. Coordinates and provides oversight for the following: accounts payable and receivable, purchasing, activity funds, payroll, grant assistance monitor, and banking and investment services.
11. Acts as liaison between Stillwater Public Schools and Oklahoma State Department of Education Financial Section.
12. Participates in district bond development and campaign administration.
13. Provides leadership in the area of strategic planning for new district construction and land acquisition.
14. Attends all Board of Education meetings as required.
15. Assists in the development of board packet items requiring board approval at the superintendent's direction.
16. Serves on Superintendent's Cabinet.
17. Provides a wide variety of professional support to the Superintendent of Schools.
18. Provides policy advice, decision-making and operational assistance to the Superintendent's direct reports.
19. Works with the community at the Superintendent's direction.
20. Manages projects including prioritization, budget review, and timelines.
21. Reviews and maintains reports to ensure compliance with federal, state, local regulations and district policies and procedures.
22. Provides input and data to community leaders charged with the task of economic development.
23. Thinks creatively for solutions.
24. Other duties as assigned by the Superintendent.

Working conditions:

Typical working conditions are a climate controlled environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is usually moderate as in a normal office environment, and does include sounds of a school hallway, cafeteria/playground environment. No environmental hazards are encountered in the normal performance of duties.

Physical Demands:

Work normally requires finger dexterity and eye-hand coordination to operate computer keyboard at a moderate skill level. Work may require occasional pushing, pulling or carrying up to 50 pounds. Work involves frequent standing, walking and sitting.

There will be no discrimination in the district because of age, color, disability, gender, gender expression or identity, genetic information, national origin, pregnancy, race,

religion, sex, sexual orientation, or veteran status in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups.