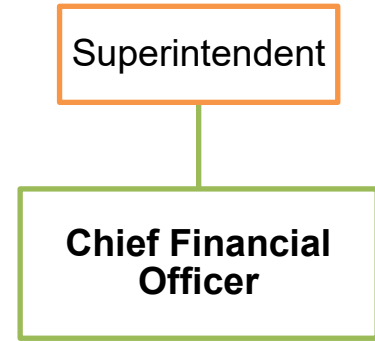


CHIEF FINANCIAL OFFICER

Job Title:	Chief Financial Officer (Executive Director for Financial and Business Operations)
Initial:	July 1, 2023
Revised:	
Work Year:	Full Year
Office:	Superintendent
Department:	Finance
Reports To:	Superintendent
FLSA Status:	Exempt
Pay Range:	Administrative Salary Schedule

Related Organization Chart



POSITION SUMMARY: The Chief Financial Officer (CFO) shall be responsible to oversee the financial operations of the District to include business administration, policy and strategy. The CFO will directly supervise the Finance, Data and Performance, Information Technology, and Contracts departments. The CFO is responsible for leading the district’s financial operations by measuring business and staff performance, developing a business team, maintaining regular dialogue with the Superintendent as well as developing and presenting as-needed direct reports to the Board of Education and community to ensure:

- consistent identification of priorities,
- identifying, quantifying, and mitigating business liability exposure,
- ensuring accurate and timely data coordination for strategic analysis and decision-making.
- providing internal consulting for purposes of evaluating risk of various innovations and decisions

The CFO shall be evaluated annually by the superintendent.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

Primary Responsibilities

- Direct the receipt, management of investments and expenditures of the district’s funds to ensure proper and maximum returns on these funds.
- Forecast short-and long-range cash requirements and obligations as a basis for sound financial funding mechanisms.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Provide leadership for the development, maintenance, enhancements, and continual improvement to the district's comprehensive financial data systems.
 - Direct the grants management programs to ensure maximum and effective participation in all available local, state and federal grants.
 - Assure protection of the assets of the district by enforcing and promoting internal controls, internal auditing, and ensuring proper insurance coverage.
 - Act as the district's representative on statewide school finance committees. Provide advice to the district's lobbyist on all school finance legislation.
 - Direct the preparation of the Comprehensive Annual Financial Report and other reports as required by the board of education and state and federal agencies to assure compliance with the law. Direct the external audit processes.
 - Direct the preparation and implementation of the district budget to ensure compliance with state laws and alignment with district goals.
 - Direct the administrative activities required for all financial aspects of budget override and school-bond-issue elections.
 - Initiate school board policy development on business and budget related matters of the district.
 - Provide financial advice on the district's negotiations with employee groups to allow negotiation settlements to be within budget. Serve on the district's negotiation team.
 - Act as the district's representative in the purchase or sale of property.
 - Perform other duties as assigned.

Supervision & Technical Responsibilities: The CFO directly supervises: senior members of departments assigned; the Executive Assistant to the CFO; and, indirectly, other persons assigned to those departments.

Budget Responsibility: This position has sole responsibility for: developing, administering, monitoring, and coordinating the district budget; initiating requisitions; participating and recommending all subsidiary budgets for superintendent and board approval; developing, coordinating, monitoring, and administering budgets for departments assigned to CFO supervision.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- Minimum Bachelor's degree in Accounting or Finance; Master's degree acceptable in lieu of certificate preferences listed under Certificates, Licenses & Registrations.

Experience:

- Minimum ten years of professional financial management experience including minimum three years of experience specific to public sector financial management (fund accounting).
- Significant supervisory experience, including increasing breadth and complexity of supervisory responsibilities.

Knowledge Skills & Abilities:

- Operating knowledge and experience with office equipment, personal computers, computer software.
- Operating knowledge of, and experience with, personal computers and hardware with basic familiarity of a network operations environment.
- English language skills required.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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- Ability to work well with others in a diverse educational community, experience in bringing divided parties to a consensus decision.
 - Must possess and demonstrate expertise of relevant computer application skills (i.e. Microsoft Word, Excel, PowerPoint).
 - Excellent written and verbal communication skills.
 - Excellent presentation skills and comfort with exposure in a public forum.

Certificates, Licenses, & Registrations:

- Any of CPA / CMA / CGFM / SFO certifications preferred; other relevant certifications accepted.
- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment: The noise level in the work environment is usually moderate.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Frequently required to compile, copy, compute and negotiate.