



# ORANGE COUNTY SCHOOLS

## POSITION DESCRIPTION

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<b>POSITION TITLE</b>	<b>Chief Financial Officer</b>
<b>SCHOOL/DEPARTMENT</b>	Finance
<b>SALARY</b>	Admin VI
<b>FLSA STATUS</b>	Exempt
<b>REPORTS TO</b>	Superintendent
<b>SUPERVISES</b>	1 Assistant Finance Officer, 1 Accounts Payable Manager, 13 School Bookkeepers
<b>WORK WEEK SCHEDULE</b>	Monday - Friday; Must be able to work evenings and some weekends
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

### **POSITION PURPOSE:**

To ensure the school district derives maximum educational benefits from the prudent oversight of every school dollar. The CFO is responsible for managing the fiscal affairs of the school system through the installation and maintenance of an integrated system to plan fiscal needs, ensure valid disclosure of receipts and disbursements and to make sound investments of any cash balances. The CFO interprets and follows regulations prescribed by North Carolina General Statutes, the Local Government Commission, funding agencies and the Board of Education. The CFO exercises discretionary judgment in the resolution of operational problems and correction of the any resulting effects. The CFO is responsible for ensuring that budget items are utilized according to state and local mandates, that all departments follow appropriate policies and procedures, that budget cases are submitted in a timely manner to be presented to the Superintendent in order to present his/her yearly budget to the Board of Education for approval, and that internal audits are conducted as necessary.

## **MINIMUM QUALIFICATIONS:**

### ***KNOWLEDGE, SKILLS, AND ABILITIES***

- Excellent executive-level planning, analytical and problem-solving skills to work on behalf of the District to prepare sound financial and action plans that further the educational mission of the District
- Ability to excel at articulating complex financial information and concepts to a variety of internal and external audiences
- Successful experience interacting at both the state and national levels with regulatory agencies and advisory groups in municipal and public finance and debt issuance
- Strong working relationship with key personnel in government and industry professionals as it relates to school public finance, and the issues of importance to the District's educational mission
- Awareness and engagement in the broader public and school finance industry represented by involvement in professional organizations that track the economic, political, legislative, social and competitive forces and trends that affect the public school finance field
- Ability to establish and maintain effective working relationships with school system staff, staff members of external funding agencies, and the community

### ***EDUCATION, TRAINING, AND EXPERIENCE***

- Bachelor's Degree from an accredited institution in business, accounting or a related field
- Eight (8) years of executive or administrative experience with financial management responsibilities in a public or private organization that includes multiple business functions.
- Significant experience with public sector financial issues
- Experience overseeing the issuance of debt including strategic planning for capital needs and working with financial advisors, credit agencies and investors
- Experience and working knowledge of rules related issuance, disclosure and post issuance debt management
- Experience in presenting reports in public meetings of a governing board, such as a board of education, commission or board of directors
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

### ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

## **PREFERRED QUALIFICATIONS:**

- An advanced degree in business administration, accounting, public administration, or a related field
- CPA certification

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Direct and review the administration of financial activities through lower-level administrators and staff engaged in the preparation, administration, and control of the annual General Fund budget and all special fund budgets and preparation of all student enrollment and attendance reports required by the State
2. Provide assistance to school and school district staffs in budget development and administration, including maintenance of financial and position records and controls,
3. Provide functional supervision over financial management of student-body activities in the schools
4. Provide centralized accounting for expenditures and property, expenditure forecasting, cash-flow management, investment of surplus funds, maintenance of official accounting records, and related functions
5. Maintain job-costs and store inventory records, payment of non-salary obligations, and related functions
6. Ensure payment of and accounting for salary disbursements
7. Direct, review and participate in the analysis of laws, rules, regulations, opinions and decisions that affect the financial activities of the District
8. Participate with other administrators in the formulation of District policies and plans
9. Advise District administrators and others of the financial, procedural, and related implications of programs and proposed changes in laws, rules, policies and procedures
10. Direct lower-level managers in the efficient and effective execution of District internal control processes and advise on process improvement
11. Confer with representatives of private firms, other governmental agencies, legal authorities, and the public in regard to matters affecting financial services
12. Confer with and serve as liaison with internal and external stakeholders in District financial activities, including principals: local district superintendents: bond analysts; state, county, and municipal representatives: legal authorities: the business community and the public
13. Conduct pre-audits of all obligations to ensure budgeted appropriation and unencumbered balances
14. Develop for the Superintendent and the Board short and long-term budgets and amendments with concise explanation of needs and reasons for any change
15. Perform other related duties as assigned by the Superintendent

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*