

POSITION DESCRIPTION

POSITION TITLE	Chief Finance Officer				
WORKING TITLE	Chief Finance Officer				
SCHOOL/DEPARTMENT	Finance Department				
LOCATION	Central Office				
PAY GRADE	Based on experience and credentials		FLSA STATUS	Exempt	
REPORTS TO	Superintendent				
WORK WEEK SCHEDULE	Monday - Friday	WORK HOURS	8:00 AM - 5:00 PM; occasional evenings and weekends	MONTHS/YR	12
POSITION PURPOSE	To oversee the financial operations of the school system and ensure that all financial operations of the school system are in compliance, according to the School Budget and Fiscal Control Act (115C, Article 31).				
POSITION ANALYSIS	All PCS Chief Officers will use the PDCA cycle as a model for defining most of their work processes, from the boardroom to the classroom. PDCA is the basic structure for the district’s overall strategic planning, needs–analysis, curriculum design and delivery, staff goal-setting and evaluation, provision of student services and support services, and classroom instruction. Each PCS administrator will support, in all areas, the implementation of this model and be liable for inefficiencies in application and response to requests.				
	All PCS Chief Officers will actively participate in application and continued improvement of the PDCA process. At no point will administrators act as a lone agent in development, implementation or distribution of information, resources or actions. The organization of all improvement processes will include the following: Explanation of the potential “action” to the leadership team, supportive “analysis” for the “action,” identification & quantification of review team input, identification of a marketing plan, identification of required resources.				

MINIMUM QUALIFICATION STANDARDS	
KNOWLEDGE, SKILLS, AND ABILITIES	<ul style="list-style-type: none"> Ability to qualify for certification as a School Business Finance Administrator Extensive knowledge of accounting information systems
EDUCATION, TRAINING, AND EXPERIENCE	<ul style="list-style-type: none"> Bachelor's degree from an accredited four-year college or university with a concentration in Accounting, Finance, or Business Administration. Certified Accountant preferred. Administrative or Management experience preferred
CERTIFICATION AND LICENSE REQUIREMENTS	Must hold and maintain a valid motor vehicle operator's license according to the State of NC requirements
SPECIAL REQUIREMENTS	Ability to work flexible hours (evenings, weekends)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides direction and expertise for developing and implementing appropriate controls and practices to ensure fiscal compliance with the applicable Federal, State and Local oversight agencies
- Ensures the office's programs are implemented in a manner consistent with the District goals and the Finance team's goals and objectives
- Acts as adviser to the Superintendent on questions relating to the business and financial affairs of the district
- Administers a budget control system for the district
- Conducts a monthly review of budget vs. actual expenditures to maximize benefits from the prudent expense of every dollar
- Prepares and implements the school district budget
- Carries out fiscal year end close out procedures
- Assists in recruiting, hiring and training all financial personnel
- Secures Property, Liability, Auto, Workers Comp and Student Accident risk coverage on behalf of the district;
- Works with Human Resources on securing and managing employee benefits
- Interprets the financial concerns of the district to the community
- Performs other duties and responsibilities as assigned by the superintendent

WORKING CONDITIONS
PHYSICAL DEMANDS

- Must be able to use a variety of office equipment such as computers and copiers
- Must be able to frequently lift, carry, push, pull or otherwise move objects up to 10 pounds
- Due to the amount of time spent working on the computer, standing and walking, physical requirements are consistent with those for light work
- Compare, interpret, analyze and generate data and apply basic principles of statistics
- Listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- Respond appropriately to inquiries or complaints
- Use tact and courtesy when working and dealing with the community
- Read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, contracts, policies, charts, spreadsheets,
- Write using prescribed formats and conforming to all rules of punctuation, grammar, diction and style

WORK ENVIRONMENT

- Must be able to work in office and public school environments, and come into direct contact with staff and community stakeholders
- Travel is occasionally required to schools, regional and state meetings

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, at any time.*

VERSION DATE(S)

January 12, 2018