

Hood River County School District Job Description

Job Title: Chief Financial Officer (CFO)
Reports To: Superintendent
FLSA Status: Exempt
Classification: Administrator
Contract Days: 230

JOB SUMMARY

The Chief Financial Officer (CFO) stewards the short and long term prudent fiscal operation of the school district. The CFO provides leadership, strategic vision and high level analysis of the district's finances. The CFO is responsible for results in terms of effectiveness in planning, policies, and programs, and for the achievement of District goals and objectives.

The CFO's work is guided by and must comply with federal and state law, accounting principles, state auditor requirements, operational direction of the Superintendent, policy direction of the school Board, and compliance with state and local regulatory agencies.

STATEMENT OF DUTIES

- Oversees and provides leadership to all business services functions as well as nutrition services.
- Leads and directs the budget process; coordinates, plans, and oversees the development of the District budget; monitors budget expenditures to ensure compliance and a positive financial status.
- Advises Superintendent and School Board on a variety of business and financial matters.
- Manages and maintains general ledgers for all district funds.
- Oversees grant accounting records including expenditure reporting and auditing of expenditures to submitted budgets.
- Provides leadership in long-range financial planning to include development of local tax initiatives and strategies.
- Manages bonds to assure the District maximizes its financial resources in marketing, retiring, and refinancing bond obligations.
- Ensures continuing disclosure requirements are met.
- Manages all debt.
- Stays abreast of research on the changing nature of the profession, the field of public financial management, and changing national, regional and local trends that may impact program areas.
- Uses forecasting tools and strategies to forecast resource requirements and to predict future needs. Anticipates and develops strategies and programs that respond effectively to anticipated needs and the changing educational environment.
- Maintains an active role in professional organizations at the local and state levels.
- Performs a variety of revenue forecasts and cash flow analysis; prepares revenue and expenditure projections; invests funds for safety of principal, liquidity, and for maximum return.
- Leads and participates in preparation of annual financial statements, annual budgets, month end fiscal reports and a variety of state required reports.
- Compiles data, does research and analysis on specific areas of finance and presents reports to Administration and the School Board.
- Reviews and develops internal control procedures and monitors compliance; provides liaison with local and state auditors.
- Prepares and presents audit, budget, and financial and other relevant reports to the School Board.

- Encourages innovations. Analyzes data to improve school operations. Serves as an information resource.
- Assists in recruiting, screening, hiring, assigning, supervising, and evaluating personnel for positions in the offices under their responsibility. Assesses, evaluates, and provides for training and professional development of supervised staff.
- Acts as the board's agent for signing authorized contracts.
- Oversees risk management and insurance programs (e.g. property, liability, fleet, student, workers compensation, etc.).
- Assists and educates administrators and supervisors in managing department and school budgets. Provides advice on a wide range of financial matters. Serves as a member of the Superintendent's leadership team.
- Attends all School Board meetings; prepares and presents reports/responses related to the financial status of the District and other matters under their responsibility.
- Maintains professional and technical knowledge by participating in professional development opportunities.
- Oversees and participates in preparation of staffing analysis and reports. Takes action, in concert with other District Leadership, to determine allocation and redirection of FTE and to level class sizes. Maintains and approves expenditures from all building, department, and program budgets.
- Establishes a system for periodic review of policies to determine when modifications are necessary to advance the goals of the department and to serve the overall needs of employees, managers, and the organization.
- Participates in the collective bargaining process to include identifying and researching bargaining issues related to the collective bargaining agreements.
- Formulates, Follows, and supports Hood River County School District policies and procedures.
- Assists in developing bargaining strategies and positions and participates as a member of the District Bargaining Team.
- Approves position structures and operating practices essential to the development and delivering of quality programs and services.
- Creates communication, collaboration, and coordination processes that assure all staff are timely and effectively informed of department policies, issues, and guidance that their programs are expected to support.
- Establishes an environment in which all staff members are comfortable and forthcoming in sharing their ideas, needs and concerns, and in which the staff collaboratively works together to seek solutions and resolutions.
- Serves as a responder to emergency and after-hours situations.
- Serves as Deputy Clerk, Custodian of Funds, Budget Officer, and Public Contracting Officer.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

- Minimum of five (5) years of financial management and leadership experience.
- Strong analytical and problem solving skills.
- Excellent oral, written, presentation, and interpersonal communication skills.
- Valid Driver's license and ability to maintain insurability under the District's vehicle insurance policy.

PREFERRED QUALIFICATIONS

- Masters or Doctorate degree preferred, or equivalent with a combination of education and experience in business, financial management, accounting, or related field
 - Certified Public Accountant (CPA) designation
 - Experience working with unions and Collective Bargaining Agreements
 - Possession of CPR/First Aid certificate
 - Ability to communicate effectively in both English and Spanish
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DESIRED HABITS OF MIND

- Demonstrated commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
 - Understanding of “client-centered” support and services.
 - Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization, partner agencies, and vendors.
 - Ability to exercise good judgment and work in an environment with frequent interruptions and deadlines.
 - Maintains high ethical standards in all situations and maintains confidentiality.
 - Professionally represents the school and the District in interactions with staff, students, parents, and community.
 - Models and enforces the established district and school policies, regulations and protocols.
 - Maintains regular and punctual attendance.
 - Follows District protocol for reporting absences.
 - Fulfills other related duties as assigned.
 - Participates, attends, assists, supports, and helps with activities to increase community engagement and equitable access to programs and services.
 - Assists District and building staff as requested.
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ADDITIONAL REQUIREMENTS

The successful candidate will need to pass a pre-employment, post offer drug screen; a fingerprint-based, criminal background check; and a credit check.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to use hands to fingers, handle, feel or operate objects, tools or controls and reach with hands and arms. The position requires some physical effort. The employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch or crawl. The employee is regularly required to reach with hands and arms using a keyboard and video display terminal. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must regularly lift and/or move up to 50 pounds and occasionally over 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment varies and includes standard office, school buildings, and school grounds settings. The noise level in the work environment is usually low to moderate with occasional loud noises.

The work involves infrequent exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes and unpleasant odors. The work environment involves some exposure to hazards and physical risks, which require following basic safety precautions.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: Catherine Dalbey

Updated: January 2021

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature:

Date:

Employee Print Name

Supervisor Signature:

Date:

Supervisor Print Name