Chief Financial Officer

Purpose Statement
The job of Chief Financial Officer is done for the purpose/s of being accountable for the administrative, financial, and risk management operations of the company, to include the development of a financial and operational strategy, metrics tied to that strategy, and the ongoing development and monitoring of control systems designed to preserve company assets and report accurate financial results; and serving as an integral member of the leadership team.

This job reports to the Superintendent of Schools

Essential Functions
- Collaborates with a wide variety of internal and external groups (e.g. department heads, auditors, community organizations, regulatory agencies, etc.) for the purpose of implementing program components; creating long and short term plans; and addressing organizational objectives.

- Develops internal controls, work processes, programs for managing the financial operations of the organization for the purpose of ensuring accurate and timely accounting in accordance with regulatory requirements and established guidelines.

- Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintaining services and/or programs.

- Manages assigned programs and/or department activities (e.g. long-range financial planning, preparation of annual budget, legal and contractual agreements, etc.) for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices.

- Manages business services and related departments (e.g. accounting functions, district technology services, real estate and insurance programs, safety services, health and wellness programs, district television station and cable operations, etc.) for the purpose of achieving organizational objectives while complying with established requirements.

- Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. financial processes, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of conveying and/or gathering information required to perform functions.

- Performs a wide variety of personnel functions (e.g. recruiting, interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.

- Presents information on a wide variety of topics (e.g. community forums, BOE, district conferences, etc.) for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services.

- Recommends solutions to a wide variety of complex issues for the purpose of addressing the business and financial needs of the district.
Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: analytical, management of resources, adapt new technology, guide decisions, speaking with clarity, public speaking, and strategic thinking, etc.

KNOWLEDGE is required to utilize theoretical mathematical concepts; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: financial accounting, cash management, strategic planning, vision, leadership, etc.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: problem solving, communication, reliability, focus, confidence in presenting, etc.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job’s functions. There is a continual opportunity to significantly impact the organization’s services.

Work Environment

The usual and customary methods of performing the job’s functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency: CPA preferred.

Required Testing

None Specified

Certificates and Licenses

None Specified
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<th><strong>FLSA Status</strong></th>
<th><strong>Approval Date</strong></th>
<th><strong>Salary Grade</strong></th>
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<tr>
<td>Exempt</td>
<td>7/1/2020</td>
<td>See Administrator Salary Schedule</td>
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The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.