

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description

Job Title: Chief Financial Officer

Department: Business Affairs

Date: April, 2007

Reports To: Director of Schools

Grade: 301

Purpose of Job

The purpose of this job is to provide leadership to the fiscal and business operations of the district, insure its financial integrity and maximize the use of resources in support of student achievement. Includes direction of the following functions: Fiscal Services (to include Payroll, Accounts Payable/Receivable, and Individual School Accounts), Purchasing (to include Textbook Processing/Warehouse Operations), Budgeting, Child Nutrition, Process Management Support, Grant Administration and Support, and Inventory Control.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides staff leadership to ensure understanding and promotion of the district's educational objectives.
- Advises the Director of Schools on district policy affecting the financial integrity of the district.
- Serves as a member of the Director's Management Team.
- Insures the implementation of an accounting system that efficiently, effectively and accurately records all financial transactions in accordance with generally accepted governmental accounting principles.
- Coordinates and gives direction to the development, preparation and presentation of the district's annual budget request and amendments thereto.
- Assumes responsibility for long-range financial planning.
- Administers a budgetary control system that monitors expenditures against budget allocations.
- Consults periodically with all departments of the school system relative to budgetary requests and expenditures.
- Approves or delegates the approval of all expenditures for goods, services and payroll from funds controlled by the School Board.
- Insures the continuous monitoring of revenue collections versus estimates.
- Ascertain all sources of revenue available to the district and, where eligible, insures compliance with all requirements necessary to obtain funding.
- Executes or delegates the execution of all contracts which legally bind the district.
- Serves as member of and provides financial guidance to the Employee's Insurance Trust.
- Continuously evaluates and analyzes all business operations for improvement in efficiency and effectiveness.

- Assists in the recruitment, screening, hiring training and assigning of departmental employees and provides opportunities for growth through staff development.
- Confers with school business officials at state, regional and national levels.
- Performs other functions and assumes other responsibilities as may from time to time be assigned by the Director of Schools.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

A Master’s degree in Business Administration, Accounting or related field and five years of managerial experience in the areas of accounting, budgeting and/or business operations, preferably within a local education agency. Additional years of qualifying experience may be substituted for each year of the college requirement. A CPA certificate may be substituted for one year of the required experience.

KNOWLEDGE OF JOB

Considerable knowledge of the policies, procedures and activities of the school system and supervisory practices as they pertain to the performance of duties relating to the Chief Financial Officer. Capability to develop and implement long-term goals in the effective operation of the school system. Knows how to keep abreast of any changes in statutes, policy, procedures and methods as they pertain to public education. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public and other groups involved in the operation of the school system. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards and resolving problems.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS:

Must be physically able to operate a variety of office machines. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for light/active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION:

Requires the ability to compare and or judge the readily observable, functional, technical, structural and compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

LANGUAGE ABILITY:

Requires the ability to read a variety of informational documentation, directions, instructions and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE:

Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervision.

VERBAL APTITUDE:

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE:

Requires the ability to add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE:

Requires the ability to inspect items for proper length, width and shape visually.

MOTOR COORDINATION:

Requires the ability to coordinate hands and eyes in using automated office and departmentally-related equipment.

MANUAL DEXTERITY:

Requires the ability to handle a variety of items, hand and power tools, office equipment, control knobs, switches, etc. Must have the ability to use both hands for twisting or turning. Must have high level of hand and eye coordination.

COLOR DISCRIMINATION:

Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT:

Requires the ability to deal with people beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress.

PHYSICAL COMMUNICATION:

Requires the ability to talk and/or hear (talking – expressing or exchanging ideas by means of spoken words) (hearing – perceiving nature of sounds by ear).

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date