



## **JOB DESCRIPTION: CHIEF FINANCIAL OFFICER (SCHOOL BUSINESS ADMINISTRATOR)**

Jackson Public Schools is the second largest school district in Mississippi, serving nearly 24,000 students, representing more than 80 percent of school-aged children in the state's capital. Jackson Public Schools is an innovative, urban district committed to excellence that will provide every student a quality education in partnership with parents and the community.

### **About the Chief Financial Officer Position**

Reporting directly to the Superintendent, the Chief Financial Officer (CFO) is instrumental in helping the district achieve its key goals by setting the strategic vision and direction for an aligned budget. The CFO oversees the Business Office which houses: Budgeting, Account Payable, Payroll, Purchasing and Accounting.

### **The CFO is responsible for:**

- Developing and implementing a vision and goals for the district's Finance Office in alignment with the district Strategic Operating Plan, to provide equitable access to high-quality programming for every JPS student.
- Preparing and presenting long range financial plans and forecasts.
- Executing an annual budget process that communicates the needs identified by the Superintendent and School Board and results in approval of the required funding by the City Council.
- Supervising the major functions of a finance department.
- Leading the finance division in fiscal planning and management in development and implementation of appropriate regulations, monitoring processes, and internal audit procedures.
- Providing useful, timely financial reports to convey information to the Superintendent's Executive and Senior Teams
- Supporting the Superintendent's agenda when preparing materials for joint meetings with external stakeholders.
- Directing the budgeting, accounting and reporting of all JPS funds in compliance with all applicable federal, state, and local regulations and requirements.
- Providing financial guidance, supports and protocols to assist schools and departments in developing and maintaining their site-based budgets.
- Establishing policies and procedures in accordance with federal, state, and local statutes to ensure strong internal controls.
- Performing other related duties as requested or assigned.

### **Key Competencies**

The ideal candidate will evidence the following:

- Ability to analyze data to identify fiscal challenges and recommend solutions that are consistent with the district Strategic Operating Plan.
- Effective communication (both orally and in writing) with senior leadership, school leaders, parents, members of the community, and municipal agency staff.
- Deep knowledge of the principles, procedures, and practices of district operations, development of a budget, and understanding of the interaction of the various departments within the district.
- Knowledge of and ability to apply federal, state, and local laws, rules, and regulations governing public school finance.
- A high level of integrity and the ability to actualize the district's core values.
- Ability to make fiscal decisions through the lens of equity.

- Ability to lead development of solutions to seemingly intractable problems.
- Excellent project management skills, including balancing long-range goals with close attention to detail, and ability to manage multiple projects under tight deadlines

**Experience**

- A minimum of five years’ experience in a supervisory or management position in finance and administration in the private or public sector.
- Experience with public sector budget processes required. Experience in a public school setting preferred. Successful experience in the oversight, financial control and supervision of budgeting, accounting, federal and state grants payroll, and procurement

**Required Licensure/Certification**

- Possession of or eligibility for a valid state certificate endorsed in school district business administrator (Mississippi Code 420) or the ability to achieve certification within two (2) years from date of hire.

**Education**

- Bachelors of Science degree in Business, Accounting or a related field
- Masters of Business Administration and/or CPA preferred

*Jackson Public Schools does not discriminate in any aspect of employment on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age. For inquiries regarding the nondiscrimination policies, please contact the Office of Human Resources.*

**EVALUATION**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

**SALARY INFORMATION**

|                 |                         |
|-----------------|-------------------------|
| Classification: | Chief Financial Officer |
| Scale:          | Cabinet Range           |
| Grade:          | SR/A1-00                |
| Days Employed:  | 246 per school year     |
| Salary:         | \$115,000.00            |
| Overtime:       | Exempt                  |

**Posting Date: Until Filled**

**Start Date: As soon as possible thereafter**

**Website: [www.jackson.k12.ms.us](http://www.jackson.k12.ms.us)**