

**Title: Chief Financial Officer**

**Qualifications:**

- 1. Degree in Accounting**
- 2. Certification from MDE or Experience in School Accounting Preferred**
- 3. Ability to work cooperatively with others in an office setting**
- 4. Creating of timely reports essential**

**Reports To: Superintendent**

**Supervises: Business Office personnel**

**Job Goal: To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.**

**Performance Responsibilities:**

1. Supervises the management of financial affairs of the District and Schools.
2. Assumes responsibility for budget development and long-range financial planning.
3. Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.
4. Maintains, supervises, and manages the district's real estate and insurance programs.
5. Supervises the collection, safekeeping and distribution of all funds.
6. Supervises the district's supporting services through the directors of property services, transportation, purchasing, food services, and business services.
7. Administrates a budget control system for the district.
8. Acts as advisor to the Superintendent on all questions relating to the business and financial affairs of the district.
9. Arranges for the internal auditing for school accounts.
10. Manages fixed assets inventory (either directly or through the business department).
11. Provides the school board monthly accounting reports of all income and expenditures.
12. Prepares and analyzes all financial statements.
13. Reconciles all bank accounts maintained by the Board.
14. Maintains a continuous internal auditing program for all funds.
15. Works with the program directors to ensure federal and state regulations are met.
16. Prepares reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any budgeted account.

