



# CHIEF FINANCIAL OFFICER

## SUMMARY/SCOPE/GOAL

Serve as staff officer and financial advisor to the Superintendent, providing timely advice and counsel relative to the financial status of the school district to include advice as to the wise use of system resources. Provide assistance in the preparation of agenda for school board meetings with the goal of utilizing resources efficiently and effectively toward strategic plan goals and priorities. Supervise the routine operation of financial services to ensure the successful fulfillment of the functions of financial planning, budgeting, and the management of internal funds. The supervision of said functions in such a manner as not to conflict with the pursuance of objectives by other segments of the school system, but to be responsive to the fulfillment of the goals of the system.

## QUALIFICATIONS

### EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

#### REQUIRED:

- Master's degree from an accredited institution of higher education required.
- Graduate or Undergraduate degree in Accounting, Finance, Business Administration or related field required.
- Minimum of seven (7) years of management, accounting, and budget coordination experience with responsibilities related to the financial/business operations of a school district or comparable experiences with operating budgets in excess of \$200 million annually, with a minimum of three (3) years in a supervisory or administrative role.

#### PREFERRED/DESIRED:

### CERTIFICATIONS AND LICENSES:

#### REQUIRED:

#### PREFERRED/DESIRED:

- Certified Public Accountant certificate (CPA) preferred.

## PERFORMANCE RESPONSIBILITIES

### ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Coordinates, manages, and controls the District's fiscal affairs including budget development, financial planning, and financial reporting functions, including the preparation of the annual budget for presentation to the Superintendent and District School Board.
2. Supervises personnel responsible for coordinating, managing, and controlling the budget, FTE, and cost accounting services.
3. Advises the superintendent and cabinet concerning matters of finance, associated regulatory issues, and financial reporting requirements.
4. Coordinate and manage the accounting function, ensuring that the District derives maximum benefit through the judicious management of all funds (operating, debt service, capital improvement, special revenue, and internal).

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5. Coordinates and manages student accounting functions related to the receipt of funding based upon student membership, etc.
6. Assists in legislative and other governmental activities as may be required relative to receipt of necessary funding in support of district programs and services.
7. Participates as an active member of the district's bargaining team.
8. Coordinate the auditing of the school internal accounts and proper record keeping of the property inventory.
9. Coordinate the annual FTE projections for submittal to the Department of Education.
10. Review and analyze financial reports and online data as necessary to effectively administer the District's budgets.
11. Develop and present, as required, written/oral reports to include appropriate charges, graphs, and diagrams to illustrate financial status and budget information.
12. Monitor compliance with legal requirements related to the District's budgets to include TRIM legislation.
13. Develop analysis and cost of salary proposals to assist in the collective bargaining process.

### **OTHER DUTIES:**

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

## **KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE**

### **JOB RELATED:**

Knowledge of budgeting procedures for school districts and similar governmental agencies; knowledge of financial and business operations of school districts; knowledge of computers and applications. Knowledge of organizational and management theory and practice. Ability to facilitate group processes in consensus building and conflict resolution. Demonstrated success working with groups; establishing goals, objectives and action places to produce expected goals. Ability to apply knowledge in problem-solving situations. Demonstrated ability to analyze problems, recommend and implement workable solutions. Knowledge of governmental accounting principles, Florida's FEFP funding system, and cost accounting systems. Demonstrated ability to work effectively with principals, teachers, parents, legislators, and the general public. Ability to handle and prioritize multiple tasks. Possess a high degree of mathematical and analytical skill, oral and written communication skills, and interpersonal skills. Demonstrated ability to plan and organize effectively and present information in a concise understandable manner to large groups. Knowledge of state statutes as they relate to the District's business operations. Knowledge of organizational behavior; ability to manage. Knowledge of Florida laws and regulations governing school districts.

### **GENERAL:**

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

### **EQUIPMENT:**

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

**PHYSICAL REQUIREMENTS:**  
**(L) LIGHT WORK**

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

**POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:**

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

**TRAVEL:**

Travel between sites occasionally. Travel out of county occasionally.

**FOR HR USE ONLY:**

<b>DIVISION:</b>	Financial Services	<b>DEPARTMENT:</b>	Financial Services
<b>TITLE CODE:</b>	D0423	<b>CONTENT BY:</b>	Chief Financial Officer
<b>GRADE:</b>	N/A	<b>COMPENSATION:</b>	Human Resources
<b>UNIT:</b>	EXEC	<b>LABOR RELATIONS:</b>	Karyle Green, Ed.D.
<b>LAST BOARD APVD:</b>	02/09/2016	<b>CLASSIFICATION:</b>	Beth Thedy, Ed.D.
<b>SCHEDULE:</b>	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	12/07/98	Initial Release	Human Resources
2.0	01/27/04	REVISED	Human Resources
3.0	02/09/16	REVISED	Human Resources
3.1	07/01/20	REVISED: New format	Human Resources
3.2	11/19/2021	Updated physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.