

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

CHIEF FINANCIAL OFFICER

QUALIFICATIONS

- Master's Degree with specialization in Business Administration, School Administration, or a related field, **OR**
- Bachelor's Degree with specialization in Business and designation as a Certified Public Accountant.
- Five (5) years' experience in school finance and accounting, including at least three (3) years in a supervisory capacity.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of Federal and Florida Law and State Board of Education Rules pertaining to school financial systems.
- Knowledge of administrative computer applications as related to departmental job functions.
- Skill in problem solving, human interaction and conflict management.
- Effective skills in oral and written communications. Ability to plan, organize and prioritize.
- Ability to analyze, interpret, and use data in decision-making.
- Ability to be flexible, handle a variety of tasks, and manage multiple tasks.

SUPERVISION

REPORTS TO SUPERVISES

Assistant Superintendent of Operations
Director of Budget, Director of Finance, Director of Purchasing and Distribution, Director of Food Services, Coordinator of Risk Management, and Other Assigned Personnel

POSITION GOAL

To ensure that the financial status of the school system is safeguarded, that all legal requirements are fulfilled and that finances are expended as directed by the District's mission statement and within the Board's adopted budget.

PERFORMANCE RESPONSIBILITIES

1. *Coordinate and manage the function of financial planning for the District, including the preparation of the annual budget for presentation to the Superintendent and District School Board.
2. *Provide advice to the Superintendent regarding the financial status of the school system and the wise use of its resources through sound business and management practices.
3. *Keep abreast of legal requirements, advise Superintendent of requirements and the effects on the school system, and propose changes, if appropriate.
4. *Manage the functions of purchasing and warehousing so as to ensure that the District will realize the maximum value educationally and financially when securing supplies, materials, equipment, and services while adhering to the District budget and conforming to all appropriate laws, regulations and policies.
5. *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).
6. *Coordinate and manage the preparation of financial reports for internal management use and for state and federal requirements.
7. *Assist with the preparation of the School Board meeting agenda, prepare business service agenda items of routine and priority natures, and prepare timely reports.
8. *Coordinate and manage the function of Risk Management, securing the needed protection for both the individual and capital assets.
9. *Assist with collective bargaining negotiations.
10. *Coordinate the auditing of the school internal accounts and proper record keeping of the property inventory.
11. *Serve on the Superintendent's Planning Team(s).

CHIEF FINANCIAL OFFICER, Page 2

- 12. *Coordinate planning for the use of financial resources in a manner which will help the system achieve its goal and objectives.
- 13. *Coordinate and manage the board's investments.
- 14. *Assist with the review of charter school proposals.
- 15. *Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- 16. *Prepare or oversee the preparation of all required financial reports and maintain appropriate records.
- 17. *Provide leadership and direction for the assigned areas(s) of responsibilities.
- 18. *Exercise proactive leadership in promoting the vision and mission of the District.
- 19. Perform other duties/tasks consistent with the goals and objectives of this position.

*Denotes essential job function/ADA

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

Talking

Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.

Hearing Acuity

The ability to perceive speech and other environmental sounds at normal loudness levels.

Visual Acuity

The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

None

The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work).

TERMS OF EMPLOYMENT

PAY GRADE

AO-01-A \$108,322 - \$166,162

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 02
EEO-5 Line 06
Function 7200
Job Code 1429
Survey Code 75004

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

June 22, 2021
August 28, 2001
October 28, 1997

ADA Information Provided by Walt Griffin
Position Description Prepared by Walt Griffin