

CHIEF FINANCIAL OFFICER

Job Description

*Adopted 01.11.79; Amended 07.14.87; Amended 08.21.01;
Amended 05.09.02; Revised 07.09, Revised 08.16*

PAY SCALE: Salary range of \$88,000-\$98,000, as determined by the Board of Education.

QUALIFICATIONS: Bachelor's Degree from accredited institution in Business, Accounting, and/or Finance or an advanced degree in Educational Administration. Experience in school finance preferred, but not required.

REPORTS TO: Superintendent of Schools

JOB GOALS: To oversee all facets of the district's finances, which include budget, payroll, A/P, and accounting operations of the district.

TERMS OF EMPLOYMENT: Twelve (12) months per year with salary and benefits determined by Board of Education.

EVALUATION: The Superintendent will annually evaluate performance prior to May 1.

RESPONSIBILITIES:

1. Supervise the fiscal accounting system of the school district, including budget implementation. The accounting system will provide an accurate record of all financial transactions completed by the district and will conform to requirements established by state statutes and regulations of the Missouri Department of Elementary and Secondary Education.
2. Coordinate the development and implementation of the annual budget.
3. Prepare and present budget amendments as necessary.
4. Prepare monthly financial reporting for the Board of Education.
5. Provide revenue and expenditure forecasts.
6. Supervise accounts payable, payroll (certified and classified), and bid functions.
7. Supervise district purchasing functions and ensure compliance with all laws, regulations and Board of Education policies.
8. Furnish the proper administrative officers with needed financial data including monthly financial statements, encumbered budget funds, expenditures and receipts by funds and codes, federal project breakdowns, etc.
9. Prepare and / or audit federal program final expenditure reports. Follow-up and assure that all state and federal project final expenditure reports are filed by date deadline.
10. Prepare the yearly ASBR report.
11. Coordinate all aspects of the yearly school audit with the selected auditing firm including preparation of GAAP financial statements for the annual district audit.
12. Prepare and analyze the calculation of the tax rate and file all appropriate paperwork.
13. Develop procedures and processes to ensure compliance with the Affordable Care Act
14. Prepare the annual tuition calculation for nonresident students and RTI/RTC sending schools.
15. Serve as an ex-officio member of C.O.R.E. and attend monthly meetings.
16. Perform monthly bank reconciliations and prepare monthly investment reporting.
17. Responsible for establishing and maintaining an internal control structure for the district.
18. Audit travel reimbursement forms to ensure compliance with Board of Education policies.
19. All other duties as assigned by supervisor(s).