

North Wasco County School District
Job Description-Chief Financial Officer

Title: Chief Financial Officer (Chief Financial Officer)

Classification: Administration

Reports to: Superintendent

Work Year: 240 Days

Job Purpose Statement:

The Chief Financial Officer is the chief financial manager of the District. As a member of the Executive Staff, he/she will provide financial leadership for the School District, inform the Superintendent of changes in trends, laws, rules or regulations in his/her area of expertise, and provide reports to the Superintendent of his/her activities and as requested. This position is responsible for keeping accurate records of the District's financial program and assisting the Superintendent in managing District finances and administering the budget.

Job Qualifications & Experience:

Certified Public Accountant certificate or similar professional certificate or a Master's degree in finance/accounting and five years of increasing responsibility in government or applicable private experience.

Essential Knowledge, Skills and Abilities:

- Must possess a broad knowledge of finance and management accounting principles and practices, investment methods, and Oregon local budget law;
- Possess a "hands-on" approach to working with district finances;
- Excellent written and verbal skills to be used in small and large group settings;
- Ability to think creatively in a group setting;
- Work harmoniously with staff in a team setting;
- Proven capability to succeed in a stressful and demanding environment;
- Intermediate knowledge of Microsoft Excel;
- Take personal responsibility for professional learning;
- Maintain professional and technical knowledge by participating in professional development activities;

-Demonstrated ability to organize time and resources to perform multiple tasks

Responsibilities/Duties:

1. Direct, plan and supervise North Wasco County School District financial functions including general accounting and internal control procedures, and purchasing functions;
2. Direct and supervise subordinate supervisory and non-supervisory employees including evaluating performance and initiating disciplinary action; respond to employee complaints;
3. Develop policy for accounting, collections and auxiliary services to ensure accounting procedures, financial analysis and controls, and financial informational needs of the school district are met in accordance with generally accepted accounting principles;
4. Develop and manage the investment policy for the school district. Invest funds in accordance with district policy, GAAP, and Oregon Revised Statutes;
5. Develop and maintain district budget system to allow a financial plan for resources and requirements;
6. Oversee the budget process develop timelines, instruction, report and presentation of the budget in compliance with Oregon Local Budget Law. Prepare and present budget resolutions to the Board of Education;
7. Prepare updates to districts strategies financial plan and other financial and analytical information;
8. Prepare year-end close-out of funds and ensure that required audits are conducted;
9. Establish and maintain banking and merchant services;
10. Monitor and develop the cash flow system;
11. Monitor bank account balances and transfer funds as needed;
12. Ensure proper filing of all financial legal documents with governmental agencies and offices;

13. Maintain cooperative working relationship with district staff, other organizations, and the public;
14. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility;
15. Provide guidance and information as necessary;
16. Follow all safety rules and procedures for work areas;
17. Oversee procurements and compliance with Oregon Public Contract Bidding Law;
18. Engaged member of the district administration team;
19. Assist in the collective bargaining process.
20. Other duties as assigned.

Physical Demands of Position:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, reach and manipulate objects. The position requires mobility. Manual dexterity and coordination are required for less than 50% of the work period while operating equipment such as computer keyboard, calculator and standard office equipment.

Mandatory Child Abuse Reporting

As mandatory reporter (ORS.419b.010) you are required to immediately report to Law Enforcement and or Department of Human Services, any instances of suspected child abuse.

I, _____ have read and received a copy of this job description, and understand that a copy of this job description will become part of my personnel file.

Employee Signature

Date