

PUEBLO SCHOOL DISTRICT 60
ADMINISTRATIVE JOB DESCRIPTION

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

Job Title: Chief Financial Office
Prepared Date: 7/2/2018
Revised Date: 9/1/2021
Work Year: 220 days
Department: Finance
Reports To: Superintendent of Schools
Salary Range: APT Salary Schedule
Benefits: Fringe Benefits based on Schedule C Benefits
Status: FLSA Status: Exempt

SUMMARY OF FUNCTIONS:

The Chief Financial Officer directs, supervises, and manages all financial management, budget, general accounting, financial reporting, and grant management activities and practices for the district. Performs long and short-range planning, oversees special projects, provides analyses to support bond and mill levy elections, etc.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

REQUIRED:

- Bachelor's degree in Finance, Business, or related field
- Five (5) years of public sector financial management
- Three (3) years of successful supervisory/administrative experience

- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

PREFERRED:

- Master's degree in Business, Accounting, Finance, or Related field
- CPA Certification
- Certified Administrator of School Finance and Operations (SFO)
- Previous experience in Public School Financial Management

KNOWLEDGE AND SKILLS:

- Thorough knowledge of state budget law and public meeting law
- Knowledge of financial administration including principles, methods and procedures of accounting, budgeting, investments, debt issuance, financial forecasting and analysis, purchasing, billing and collections, cashiering, and financial systems development
- Knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Governmental Accounting Standards (GAGSA)
- Knowledge of theory, principles, practices, and techniques of public administration including budgeting, financial planning and management, and procurement law
- Knowledge of school financing mechanisms, and the fiscal requirements relating to federal and state education programs
- Knowledge of the principles of supervision, training, and performance evaluation
- Knowledge of business systems management and principles
- Skill in consensus building and conflict resolution
- Skill in managing projects, providing leadership and direction towards a common objective
- Skill in directing professional, technical, and administrative support staff
- Ability to respond quickly to changing conditions
- Ability to think strategically and develop both short and long-term plans to meet an objective
- Ability to develop and administer department goals, objectives, and procedures
- Ability to research, analyze, and evaluate new service delivery methods and techniques
- Ability to collect and interpret complex information to analyze a problem, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Ability to present technical information and data in an effective manner and prepare complex financial statements, reports, and analyses
- Ability to oversee the preparation and administration of the District's budgets and preparation of financial reports
- Ability to participate in the design and implementation of new accounting, budgetary, and related financial systems including development and implementation of operating procedures
- Ability to establish and maintain effective working relationships with financial and business communities, staff, board members, committee members, public officials, and the general public

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Direct the receipt, management of investments and expenditures of the district's funds to ensure proper and maximum returns on these funds. Forecasts short- and long-range cash requirements and obligations as a basis for sound financial funding mechanisms.
- Supervise, direct, and evaluate activities in the District's Financial Services Departments including budgeting, accounting, payroll, investments, and procurement
- Provide leadership for the development, maintenance, enhancements and continual improvement to the district's comprehensive financial data systems.
- Serve on the superintendent's cabinet and leadership team.
- Direct the grants management programs to ensure maximum and effective participation in all available local, state, and federal grants.
- Assure protection of the assets of the district by enforcing and promoting internal controls, internal auditing, and ensuring proper insurance coverage.
- Act as the district's representative on statewide school finance committees. Provide advice to the district's lobbyist on all school finance legislation.
- Direct the preparation of the Comprehensive Annual Financial Report and other reports as required by the board of education and state and federal agencies to assure compliance with the law. Direct the external audit processes.
- Direct the preparation and implementation of the district budget to ensure compliance with state laws and alignment with district goals.
- Direct the administrative activities required for all financial aspects of budget override and school-bond-issue elections.
- Serve as Treasurer to the Board of Education
- Initiate school board policy development on business and budget related matters of the district.
- Provide financial advice on the district's negotiations with employee groups to allow negotiation settlements to be within budget. Advises the district's negotiation team.
- Act as the district's representative in the purchase or sale of property.

NON-ESSENTIAL DUTIES:

- Perform any and all other duties as assigned by the Superintendent of Schools

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5-8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting				X	
Stationary Standing				X	
Walking (level surface)				X	
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/Pivot			X		
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead			X		
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation			X		
Using foot control			X		
*Pushing/Pulling Maximum weight: 40 lbs.		X			
Lifting Maximum weight: 40 lbs.			X		
Carrying Maximum weight: 40 lbs.			X		

WORKING CONDITIONS:

Employee will work primarily in a school/office environment with both natural and fluorescent lighting; fast-paced work, constant interruptions; The noise level is usually quiet in an office environment but can be noisy at times.