

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### **ASSISTANT SUPERINTENDENT - CHIEF FINANCIAL OFFICER**

**SALARY SCHEDULE:** ASSISTANT SUPERINTENDENT [ADMINISTRATIVE CHIEF FINANCIAL OFFICER]

**COST CENTER:** (9039)

**QUALIFICATIONS:**

- (1) Master's Degree in Business or Public Administration, Finance, Accounting or other finance-related field from an accredited educational institution or CPA.
- (2) Minimum of [ten (10)] five (5) years experience in Business/Financial or Public Administration.
- (3) Significant public sector experience in Budget, Fiscal Processes and Technology.
- (4) Minimum five (5) years of supervisory experience.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Sound working knowledge of and passion for fiscal management. Knowledge of public sector multi-fund budget and finance procedures and practices. Knowledge of all laws, regulations and policies governing the use of and accountability of public funds. Working understanding of capital outlay funds. Ability to communicate effectively, both orally and in writing. Positive interpersonal skills. Ability to organize, prioritize and delegate functions. Technology expertise. Ability to align organizational mission with financial resources.

**REPORTS TO:**

Superintendent

#### **JOB GOAL**

To lead the district in the development of systems that support the management and effective use of all fiscal, organizational and informational assets, at minimal cost, while improving performance and accountability and promoting a high level of customer satisfaction.

**SUPERVISES:**

[Deputy Chief Financial Officer] Assistant Budget Director  
 Supervisor of Payroll  
Supervisor of Risk Management [Manager/Benefits]  
 Director of Materials Management  
 Treasurer

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Provide leadership, coordination and supervision of the District's financial systems, including accounting, auditing, financial reporting, payroll, property records, and risk management.
- \* (2) Responsible for planning, coordinating, monitoring, evaluating and recommending improvements to the District's financial and business services, including policies, procedures and processes.
- \* (3) Review legal requirements and research findings related to financial systems and recommends improvements to help ensure compliance with School Board policy and with federal, state and local laws, rules and regulations; to help ensure consistency with sound management practices; and to meet the demands brought about by changing fiscal constraints, and other mandates and conditions affecting the School District.
- \* (4) Understand organizational structures that promote efficient/effective use of revenue sources.
- \* (5) Demonstrate fiscal responsibility with limited money while increasing revenue-generating possibilities.

**School Board Approved – Nov. 21, 2006**

*Revised-July 20, 2007*

*Revised February 18, 2010*

**ASSISTANT SUPERINTENDENT - CHIEF FINANCIAL OFFICER (Continued)**

- \* (6) Develop financial structures which are cost effective while promoting a strong customer service orientation.
- \* (7) Effectively communicate the financial infrastructure of the School Board to all stakeholders, *i.e.*, parents/staff/community members/business leaders.
- \* (8) Institutionalize a program which holds all staff members accountable for the financial well-being of the school district.
- \* (9) Advise the Superintendent on fiscal and organizational matters and formulate management strategies as needed for policy decisions.
- \* (10) Provide information and insight to the Superintendent as needed.
- \* (11) Counsel department and school leaders regarding administrative solutions related budget, finance, procurement.
- \* (12) Provide recommendations to the Superintendent regarding employee hiring, promotions and disciplinary actions.
- \* (13) Provide recommendations to the Superintendent regarding internal controls, procedures and policies that ensure District operations are functioning effectively and efficiently during the year.
- \* (14) Provide strategic direction [to five (5) departments] regarding performance, accountability and efficacy.
- \* (15) Demonstrate leadership to the District by establishing high performance standards, recognizing staff contributions of value added effort, encouraging innovation and organizing our workplace assets to maximize the fun derived [from] from working with diverse people dedicated to resolving school business management problems.
- \* (16) Provide continuous communication and feedback to staff [engaged District work routines] to enhance productivity and accountability.
- \* (17) Provide support and encouragement to all employees to strengthen themselves through personal staff development activities.
- \* (18) Expand collaborative management skills development within cost center head leadership group.
- \* (19) Provide guidance and support to cost center heads engaged in activities to improve the quality, responsiveness and effectiveness of District services.
- \* (20) Support staff efforts to simplify and reduce administrative procedures to the lowest degree necessary to maintain effective internal control and accountability.
- \* (21) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- \* (22) Interact with parents, outside agencies, business and community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- \* (23) Respond to inquiries or concerns in a timely manner.
- \* (24) Keep the Superintendent informed of potential problems or unusual events.
- \* (25) Disseminate information and current research to appropriate personnel.
- \* (26) Keep well informed about current trends and best practices in areas of responsibility.
- \* (27) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \* (28) Promote and support professional growth for self and others.
- \* (29) Develop annual goals and objectives consistent with and in support of district goals and priorities.
- \* (30) Maintain a network of peer contacts through professional organizations.
- \* (31) Attend training sessions, conference and workshops to keep abreast of current practices, programs and legal issues.
- \* (32) Supervise assigned personnel, conduct performance appraisals and make recommendations of appropriate employment action.
- \* (33) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- \* (34) Serve on District, state or community councils or committees as assigned or appropriate.
- \* (35) Represent, consistently, the District in a positive and professional manner.
- \* (36) Provide leadership and direction for the assigned areas of responsibility.
- \* (37) Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
- \* (38) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (39) Assist in implementing the District's goals and strategic commitments.
- \* (40) Exercise proactive leadership in promoting the vision and mission of the District.

**ASSISTANT SUPERINTENDENT - CHIEF FINANCIAL OFFICER (Continued)**

- \* (41) Provide oversight and direction for cooperative planning with other agencies.
- \* (42) Set high standards and expectations for self and others.
- \* (43) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \* (44) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \* (45) Facilitate problem solving by individual or groups.
- \* (46) Serve on the Superintendent's Leadership Team.
- (47) [(46)] Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

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.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 11**

\*Essential Performance Responsibilities