

Fort Worth Independent School District

Job Description

Title	<u>Chief Financial Officer</u>
Building/Campus	#402 Business and Finance Department
Job File Number	
Duty Days	240
Pay Grade	S17
Salary: From	136,000.00
Salary: To	204,000.00
General Summary	Manages all phases of the business and finance operations including business controls, accounting, payroll, budget, purchasing, risk management, and benefits. Serves as chief financial advisor to the Superintendent and Board of Education.
Job Duties	<ul style="list-style-type: none">· Provides advice and counsel regarding all financial and business operational matters and presents financial reports, as required, to the Superintendent and Board of Education.· Develops long and short range objectives and goals for the efficient financial and business operations of the district.· Plans and conducts needs assessments for growth and improvement of the district's business, finance, budget, and accounting operations.· Maximizes interest revenue through timely requests for federal and state reimbursement and through aggressive investing.· Ensures that controlled accounting/budgeting, business operations, and reporting systems are in place to safeguard the district's assets.· Ensures that the district is in compliance with all federal, state, and local regulations, policies, and laws concerning public education business administration.· Submits all required reports to the Texas Education Agency and other appropriate agencies.· Evaluates procedures, systems, and controls in all district departments and recommends improvements in their design, implementation, and maintenance.· Participates in the legislative process to assure adequate funding and provision for the district's needs.· Articulates the district's financial mission and position to the community and solicits support in the achievement of goals.· Assists the district's independent and internal auditors in conducting annual and/or periodic audits as requested.· Sets annual performance metrics and goals for the division and each senior staff member; monitors and evaluates progress and outcomes on quarterly and annual basis.· Oversees the preparation, revision, and administration of the district's fringe benefits plans, including extensive contact with current and prospective vendors, employees, and employee organizations.· Reviews and evaluates all existing contracts and proposed insurance with the district for insurance contract language.· Recommends appropriate methods to minimize or eliminate losses or risk in all insurance and risk management programs.· Oversees school board elections.· Attends all meetings as required by the Superintendent.· Performs all other related duties as assigned.
Job Qualifications	<ul style="list-style-type: none">· Master's degree in Business Administration or a bachelor's degree in a business related field with a valid CPA license.· Certification through the Texas Association of School Business Officials preferred.· Extensive business management experience.· Advanced technical knowledge of school finance, budgeting, and accounting systems.· Knowledge of laws and regulations governing public school finance, including budget, accounting and fiscal reports, and principles and practices of school accounting.· Ability to plan, direct and establish priorities and coordinate a variety of complex fiscal operations.· Ability to analyze complex fiscal data and develop effective and efficient solutions to business problems.· Working knowledge of data processing systems and financial applications.· Excellent analytical skills.· Demonstrated excellent oral, written, and interpersonal communication skills.

Application Requirements

Complete on-line application.

Must complete an online application and attach a resume as a word document. Two job related reference letters required if hired. Appropriate license(s)/certification(s) required if hired. Official transcripts required if hired. All foreign transcripts must be equivocated through an approved agency.

[\(Click here for equivocation list\)](#)

Additional Job Information

PHYSICAL JOB REQUIREMENTS

PHYSICAL DEMANDS REFERENCE

Occasionally (0-33% of day, 0-32 repetitions)

Frequently (34-66% of day, 33-200 repetitions)

Constantly (67-100% of day, >200+ repetitions)

PHYSICAL DEMANDS

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

ENVIRONMENTAL CONDITIONS

Indoors, in controlled environment, exposed to weather elements when traveling.