



## Elgin Independent School District Job Description

<b><u>Job Title</u></b> Chief Financial Officer (CFO)		<b><u>Dept./School</u></b> Business Office	<b><u>Reports to</u></b> Superintendent
<b><u>Pay Grade:</u></b> AP 10	<b><u>Days:</u></b> 226 Days	<b><u>FLSA Status</u></b> Exempt	<b><u>Date Revised</u></b> January 2025

### **Primary Purpose:**

Direct and manage the operation of all financial and business affairs of the district, including budgeting, accounting, payroll, purchasing, and risk management. Serve as the chief financial advisor to the Superintendent and Board of Trustees. Provides leadership and oversight of other departments as assigned.

Responsible for oversight of all financial and business affairs of the district. Provide leadership for the district's financial services activity to ensure legally sound and effective management practices. Direct and monitor the management and investment of all district funds and ensure they are adequately protected. Serve as chief financial advisor and budget advisor to the superintendent and board of trustees.

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The essential functions, pursuant to the Americans with Disabilities Act (ADA), may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

### **Education/Certification:**

Bachelor's degree in a business-related field or education

TASBO Certification preferred

Master's degree in a business-related field or educational administration preferred

CPA preferred

### **Special Knowledge/Skills:**

Advanced knowledge of school finance, budgeting, accounting systems, and economics

Knowledge of information/data processing systems and financial applications

Ability to resolve conflict, listen, and appropriately respond to concerns

Demonstrated leadership skills

Ability to manage budget and personnel

Ability to implement policy and procedures

Ability to interpret data

Excellent communication, public relations, and interpersonal skills

**Experience:**

Five (5) years experience in school business or public organization management

Three (3) years experience with supervisory responsibility

**Major Responsibilities and Duties:****Fiscal Management**

1. Serve on the Superintendent's Executive Cabinet senior leadership team and keep the team apprised on the business affairs of the district.
2. Ensure preparation and integrity of all district general accounting records and related financial reports using accepted standards for school accounting as prescribed by the Texas Education Agency.
3. Develop long-range and short-term objectives for the district's business operations and prepare the district budget. Monitor budget variances and oversee budget adjustments.
4. Act as financial advisor to the superintendent and board of trustees and keep them informed of the financial condition of the district.
5. Maintain the district's investment portfolio. Supervise and coordinate the investment of all available funds to the best interest of the school district and ensure that these funds are adequately protected against loss at all times.
6. Ensure that all financial obligations of the school district (accounts payable, notes payable, bonded indebtedness, and payroll) are met on a timely basis.
7. Implement and maintain internal control procedures to ensure the safeguarding of assets and reliability of accounting data and to promote operational efficiency and ensure adherence to prescribed procedures.
8. Oversee the auditing program for all district funds and work cooperatively with the district's independent and internal auditors in conducting periodic audits.
9. Administer the business office budget and ensure that programs are cost effective and funds are managed prudently.

**Policy, Reports, and Law**

10. Review and recommend appropriate policies, administrative regulations, and administrative practices for the areas supervised.
11. Implement policies established by federal and state law, State of Education rule, and local board policy in area of business operations.
12. Compile, maintain, and file all physical and computerized reports, records, and other documents required including preparing and evaluating monthly financial statements and related budget reports, preparing quarterly and final reports for all federal funds and grants, developing semi-annual financial information for submission of data to TEA, and preparing and publishing annual financial report in compliance with Association of School Business Officer (ASBO) and Governmental Accounting Standards Board (GASB), and Generally Accepted Accounting Principles (GAAP) standards
13. Supervise preparation of quarterly and final reports for all federal or grant funds.

**Purchasing and Inventory**

14. Oversee accurate and current inventory records of the district's fixed assets and supervise maintenance of a timely replacement cost-asset listing for insurance purposes.
15. Supervise the preparation of bids and bid specifications in accordance with law and district policy.

**Personnel Management**



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16. Provide leadership and oversight for business services and other assigned departments.
17. Develop training options and improvement plans for department staff to enhance the effectiveness of department operations.

### **Other**

18. Attend board meetings and provide presentations and recommendations consistent with the established priorities of the district.
19. Perform all other duties as assigned.

### **Supervisory Responsibilities:**

Supervise, evaluate, and provide personnel recommendations for assigned positions, including but not limited to, the Director of Accounting, Business Office Administrative Assistant, Special Revenue Accountant, and Purchasing Coordinator and other Directors as assigned.

### **Equipment Used:**

Copier, Calculator, Personal Computer, Printer, Fax Machine, Shredder, Phone, Scanner

### **Working Conditions:**

Mental Demands:

- Communicate effectively (verbal and written)
- Interpret policies, procedures, and data
- Maintain emotional control under stress
- Ability to work with numbers in an accurate and rapid manner
- Ability to maintain accurate and auditable records

### **Physical Demands/ Environmental Demands:**

The physical demands described here 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 essential functions.

- Occasional districtwide and statewide travel
- Prolonged or irregular hours
- Repetitive hand motions
- Prolonged use of computer
- Prolonged sitting
- Work with frequent interruptions
- Lifting up to 15-20 pounds

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.