

CHIEF FINANCIAL OFFICER - ASPEN SCHOOL DISTRICT
Aspen, Colorado

Full Time, 12 month, exempt position.

Essential Functions and Objectives:

- Execute senior management vision, goal development, and directional oversight related to all aspects governing and influencing the District's fiscal responsibilities. Assume responsibility for Aspen School District financial services providing oversight of District finance, grants administration, financial planning and analysis and school budgeting, student submissions, data quality management, internal audit, treasury and tuition billing, financial services information systems, strategic sourcing, accounting operations, accounts payable, strategic sourcing, payroll, and risk management.
- Provide executive leadership, monitor, direct and review the administration of district financial activities by preparing and delegating preparation, administration, and oversight of the annual District budget; ongoing revenue and expenditure monitoring; and forecasting future budgets, revenue and expenditures.
- Provide direction and assistance to organizational departments regarding accounting and budgeting policies and procedures; and efficient control and utilization of financial resources.
- Monitor district debt management program; coordinates the debt management programs of the District, to include general obligation bonds, certificates of participation, forward delivery and refunding initiatives and lease-purchasing financings, from the selection of legal, underwriting, and paying agent/trustee participants, to the Board of approval of such transactions, the closings, the reinvestment of debt proceeds and the ongoing monitoring, funding and compliance reporting of such programs.
- Oversee budget development and administration; and financial and position control records and fiscal controls in District (e.g., school, departments, grants).
- Oversee centralized accounting for District financial transactions, maintenance of official accounting records, preparation of annual District financial audit reports and monthly financial reports, tuition-based program fiscal management, charter school funding, processing of purchasing card and petty cash transactions, fixed assets accounting, filing of state reimbursement claims, monitoring of grants and special revenue funds, management of trust funds.
- Oversee District cash flow management, banking relations, investment of District funds, disbursing of district payments, processing of employer/employee taxes and employee pay withholdings.
- Develop and maintains 5-year strategic plan of financial resources and alignment to the Denver Plan in coordination with the Strategy Office.
- Supervise, coach, develop and evaluate performance of employees performing financial reporting, accounting, billing, collections, payroll, and budgeting duties.
- Conduct or coordinate/oversee audits of accounts and financial transactions to ensure compliance with state and federal requirements and statutes.
- Implement position controls by coordinating with various departments (e.g. human resources, grant units); and develop internal control policies and guidelines for district financial activities.
- Analyze financial details of past, present, future operations to identify development opportunities and areas of improvement.
- Monitor property and liability insurance programs (e.g., worker's compensation program, risk management loss prevention); and training and related functions.
- Maintain current knowledge of current and proposed State and Federal laws governing the control and distribution of the school district finances; and current accounting best practices.
- Confer with legislators, members of the State Department of Education, lobbyists and other state and local organizations, providing information about fiscal impacts of proposed budget changes and alternative strategies for funding Denver Public Schools.
- Serve as a member of the District Leadership team (cabinet) and advisor on short-term and long term financial objectives, policies, and actions.
- Oversee the State Interest Free Loan Program application process.

- Analyze the fiscal impact of proposed bargaining agreement provisions; provides school administration with factual, comprehensive data for salary negotiations, and advises administration on collective bargaining agreements with all nine union groups.
- Perform other related duties and special projects as assigned.

Knowledge, Experience & Other Qualifications:

- Demonstrated senior-level experience with creating and executing financial planning and management strategies;
- First-rate leadership skills and the ability to work collaboratively with Operational and Academic teams;
- Ability to comprehend and communicate effectively both verbally and in writing, including ability to communicate complex financial topics clearly to multiple audiences;
- Passionate and persuasive team builder and manager with experience in change management;
- Anticipate problems, gather information to analyze and solve problems; ability to multi-task and share between multiple projects and demands;
- Complete assigned projects with frequent strict deadlines by scheduling activities, prioritizing and developing goals and objectives for self and Finance organization; organizing, planning and prioritizing work;
- Develop and maintain effective working relationships; resolving conflicts when necessary;
- Evaluate and judge the quality of information;
- Use quantitative and qualitative data and reasoning to solve problems;
- Develop objectives and strategies (short and long term);
- Guide, motivate, direct, coach, train and develop teams and individuals ;
- Make decisions with or without full information, and determine the priorities of projects without supervision;
- Demonstrated proficiency with financial accounting software packages and personal computer Microsoft Office products (Excel, Word);
- Knowledgeable about governmental accounting, financial reporting and federal grants management;
- Knowledgeable in school district business and financial practices and procedures; and
- Fluency in English, bilingual preferred.

Education Requirements:

- Bachelor's degree in business administration, accounting or related area with special study in finance. Master's degree in business administration, accounting or related area with special study in finance preferred.
- Minimum of five (5) years general business or accounting experience plus three (3) additional years proven successful and progressive supervisory experience.

Primary Location

District Wide

Salary Range

Commensurate with experience - Commensurate with experience / Salary

Shift Type

Full-Time