

DeKalb County School District

Position Specification

Title: Chief Financial Officer

DIVISION: Finance

GRADE: DPC

DEPARTMENT: Finance

WORK DAYS: 246

REPORTS TO: Superintendent

FLSA STATUS: Exempt

RETIREMENT: Teachers Retirement System

APPROVED (HR): July 1, 2020

General Statement of Job

Under limited supervision, ensures the daily implementation of financial functions which are fundamental to the effective and efficient operation of a large, urban school system; has oversight responsibility for the planning, organization, and coordination of operations of all programs, services and matters related to the school system's Division of Finance; assists the Superintendent in ensuring compliance with established Board goals, the school system's strategic plan, and all legal and procedural requirements attendant to the effective operation of the school system.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

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| <ul style="list-style-type: none">Oversees all compliance and recognition for government (federal and state) contracts and private grants. Individual must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing a finance staff and is responsible for all aspects of personnel management for employees assigned to the division. |
| <ul style="list-style-type: none">Ensures that duties, responsibilities authority and accountability of all direct and indirect subordinates are defined, understood and properly executed; directs monitors and appraises the performance of departments/work units; has ultimate responsibility for fiscal management of funds allocated to departments/work units in the division |
| <ul style="list-style-type: none">Assesses the benefits of all prospective contracts and advise the senior team on programmatic design and implementation matters |
| <ul style="list-style-type: none">Ensures adequate controls are installed and that substantiating documentation is approved and available such that all purchases may pass independent and governmental audits |
| <ul style="list-style-type: none">Provides the Superintendent with an operating budget |

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<ul style="list-style-type: none"> • Works with the Superintendent to ensure programmatic success through cost analysis support, and compliance with all contractual and programmatic requirements. This includes: 1) interpreting legislative and programmatic rules and regulations to ensure compliance with all federal, state, local and contractual guidelines, 2) ensuring that all government regulations and requirements are disseminated to appropriate personnel, and 3) monitoring compliance
<ul style="list-style-type: none"> • Oversees the production of monthly reports including reconciliations with financial statements and cash flow projections for use by senior management, as well as the DeKalb County School District Board of Education
<ul style="list-style-type: none"> • Oversees the management and coordination of all fiscal reporting activities for the organization including: organizational revenue/expense and balance sheet reports, reports to funding agencies, development and monitoring of organizational and contract/grant budgets
<ul style="list-style-type: none"> • Develops and maintains internal controls systems to safeguard financial assets of the organization and oversee federal awards and programs. Oversee the coordination and activities of independent auditors ensuring all audit issues are resolved, and all compliance issues are met, and the preparation of the annual financial statements is in accordance with federal, state and other required supplementary schedules and information
<ul style="list-style-type: none"> • Oversees the maintenance of the inventory of all fixed assets, including assets purchased with government funds (computers, etc.) assuring all are in accordance with federal regulations
<ul style="list-style-type: none"> • Performs other duties as assigned

Education and/or Experience

Bachelor’s degree in Accounting, Finance, Business Administration or closely related area is required. Master’s degree in the previous areas is preferred.

Minimum ten (10) years of administrative level experience in Finance, Accounting, Business Management or closely related experience is required. Experience at the previous levels in an education oriented organization is preferred.

Certificates, Licenses, Permits: Certification as a public accountant (CPA) by the IACPA is preferred. Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6 or above required. If a level L-5, NL-5, PL-6 or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership or Support Personnel License from the Georgia Professional Standards Commission.

Knowledge, Skills & Abilities

Knowledge of organizational and departmental planning and operational procedures; the organization of a specific assigned area; budgeting and spending, labor issues and efficiencies; all relevant federal, state, and local laws and regulations attendant to public education; DCSD policies and procedures; manpower and facilities requirement forecasting; all relevant available public and private resources and services; curriculum guidelines for the school system and state requirements;

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federal state and local facilities and construction laws and codes; and city, state and government organizational structures.

Skill in oral, written and interpersonal communication; coordinating and collaborating with federal, state, regional and local organizations and departments to establish and execute responsibilities; administration and management skills gained through increasingly responsible management positions; recruiting, training and motivating employees; analytical processing; leading change process in a large, complex, diverse organization; negotiation, diplomacy and public relations.

Ability to direct and administer the programs and services of a non-profit educational and/or service organization; establish objectives and procedures governing the performance of assigned activities among employees; develop and understand financial and/or operating reports; maintain confidential information; use relevant computer applications; prioritize assignments; delegate; and manage multiple assignments simultaneously.

ADA Requirements:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication, and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

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Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate business decisions.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

Travel: Ability to travel throughout the school system and across the country and abroad on behalf of the school system.

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