



## **JOB DESCRIPTION**

**Position Title:** Chief Financial and Operations Officer (CFO)

**Department/Location:** Division of Finance and Operations

**Job Classification:** Administrator (Exempt)

**Reports to:** Superintendent

**Supervises:** Finance Manager, Purchasing Coordinator, Director of Buildings and Grounds, Administrative Assistant to Director of Business Services, Kitchen Manager, Cooks

**Position Summary:** The Chief Financial and Operations Officer provides leadership, coordination, and management for all aspects of the District's financial matters, operation of facilities, transportation, food service, and other areas that contribute to the proper functioning of the District.

### **Qualifications:**

- Wisconsin Department of Public Instruction license as school business administrator
- Experience with or knowledge of educational institutions
- Excellent problem-solving and organizational skills
- Excellent written and verbal communication skills
- Ability to establish and maintain exemplary relationships by using appropriate interpersonal skills
- Ability to maintain confidentiality of sensitive information
- Ability to exercise independent judgment
- Ability to implement policy and procedures
- Ability to interpret data

### **Essential Job Functions:**

- Works with various external vendors to ensure that needs are properly translated into final plans, with attorneys and financial advisors to effect suitable financing, with bidders to secure economical contracts and with contractors to provide satisfactory building facilities
- Serve as an advisor to the Superintendent on questions relating to business and financial affairs of the District
- Leads district support services including transportation, food services, and buildings and grounds
- Provides leadership in the operation and maintenance of facilities, to assure maximum educational utility as well as healthful, comfortable, safe environments for students, teachers and the community.
- Assists the Superintendent in interpretation of the business affairs of the school district by preparing materials for distribution, addressing and working with PTA/PTOs, service clubs, and citizens committees
- Recommends policies to be adopted concerning the fiscal management of District

- Assists in recruiting, hiring, training, supervising, and evaluating all clerical, financial, and support staff personnel.

#### Finance and Facilities

- Prepares long-range and annual school budgets and presents it for approval to Board
- Recommends tax levy to the Board to support District budget
- Assists building principals and department heads with developing individual budgets
- Develops and oversees the District's maintenance and facility budget.
- Administers and controls execution of the budget as adopted by Board and recommends reallocation of funds when appropriate
- Maintains records of construction and debt service fund activity
- Oversees payroll processes
- Maintains records and legal documents pertaining to ownership of real properties held by District
- Directs receipt and delivery of goods
- Coordinates inventory of furniture and equipment
- Maintains property and liability insurance coverage, monitoring claims to include workers' compensation and unemployment.
- Maintains contracts for all group insurance, property, liability and workers' compensation coverage.
- Monitors accounts of group insurance cash reserves.
- Manages the District's self-funded health and dental insurance program, contracting with third-party administrators, providing stop-loss coverage, and assessing plan design options.
- Coordinates all facility use requests.

#### Reporting and Auditing

- Files necessary reports, claims, and forms to secure all money due to District
- Files required reports to Department of Public Instruction (DPI)
- Maintains records appropriate to preparation of the annual report and the District's certified audit
- Works with auditors to complete year-end audit
- Provides reports of expenditures and receipts
- Monitors District's property and liability insurance

#### Professionalism

- Seeks opportunities for professional growth
- Serves as role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Complies with the following requirement: The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District
- Performs other duties as may be assigned

#### **Essential Physical/Mental Requirements:**

- Ability to sit or stand for prolonged periods, up to six hours in an eight-hour day
- Ability to perform light physical work, frequently lifting up to ten pounds without assistance in an indoor setting
- Ability to communicate effectively on the telephone and in person to provide information and assistance
- Ability to move throughout the building and from building to building
- Dexterity and hand/eye coordination necessary to operate computer keyboard and other office equipment such as fax machine, copier, etc.
- Hearing ability adequate to participate in numerous conversations throughout the day, both in person and over the telephone
- Ability to complete job activities in an environment where background noise and frequent interruptions are the norm
- Ability to maintain concentration and focus on tasks requiring timeliness and accuracy

### **Acknowledgment**

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Wauwatosa School District reserves the right to change duties, responsibilities or activities with or without notice.

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Employee Signature

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Date Signed