Title:	Chief Financial Officer
Qualifications:	 Degree in Accounting Certification from MDE or Experience in School Accounting Preferred Ability to work cooperatively with others in an office setting Creating of timely reports essential
Reports To:	Superintendent
Supervises:	Business Office personnel
Job Goal:	To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available.

Performance Responsibilities:

- 1. Supervises the management of financial affairs of the District and Schools.
- 2. Assumes responsibility for budget development and long-range financial planning.
- Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.
- 4. Maintains, supervises, and manages the district's real estate and insurance programs.
- 5. Supervises the collection, safekeeping and distribution of all funds.
- 6. Supervises the district's supporting services through the directors of property services, transportation, purchasing, food services, and business services.
- 7. Administrates a budget control system for the district.
- Acts as advisor to the Superintendent on all questions relating to the business and financial affairs of the district.
- 9. Arranges for the internal auditing for school accounts.
- 10. Manages fixed assets inventory (either directly or through the business department).
- 11. Provides the school board monthly accounting reports of all income and expenditures.
- 12. Prepares and analyzes all financial statements.
- 13. Reconciles all bank accounts maintained by the Board.
- 14. Maintains a continuous internal auditing program for all funds.
- 15. Works with the program directors to ensure federal and state regulations are met.
- 16. Prepares reports to the proper staff officials concerning the status of their budgetary accounts to guard against the overspending of any budgeted account.

- 17. Maintains general, revenue, and appropriates ledgers on an encumbrance basis.
- 18. Approves all vouchers authorizing the expenditures of money through the accounting software.
- 19. Recommends new accounting methods as desirable and necessary.
- 20. Assumes responsibility for insurance records and insurance accounting.
- 21. Performs other such tasks and assumes responsibilities as the Superintendent may from time to time assign.

12 Month Position. Salary to be established by the Board. Terms of Employment:

Performance of this job will be evaluated in accordance with provisions of the Evaluation: Board's policy on Evaluation of Support Services Personnel.

Reviewed and agreed to by: _____

Employee

Date:

Approved by: ______Superintendent

Date: