



Flour Bluff Independent School District Job Description

JOB TITLE: Chief Financial Business Operations Officer CFO

WAGE/HOUR STATUS: Exempt

NUMBER OF DAYS: 227

REPORTS TO: Superintendent

DATE REVISED: 12/06

PRIMARY PURPOSE:

- Direct and manage the operation of all financial and business affairs of the district including accounting, elections, data processing, purchasing, tax collection, food, maintenance, transportation, central receiving and printing services. Provide managerial direction and coordination under board policy guidelines to several key district functions and serve as the chief financial adviser to the superintendent and board of trustees.

QUALIFICATIONS:

Minimum Education/Certification:

- Bachelor's degree in a business-related field, or educational administration, **or** valid Texas mid-management certificate or other appropriate Texas certificate

Special Knowledge/Skills:

- Advanced technical knowledge of school finance, budgeting and accounting systems, and economics
- Ability to manage and coordinate diverse district functions through subordinate supervisors
- Working knowledge of data processing systems and financial applications
- Excellent communication skills desired

Minimum Experience:

- Five years of progressively advanced experience in school business management

MAJOR RESPONSIBILITIES AND DUTIES:

ROLE 1: INSTRUCTIONAL MANAGEMENT

1. Ensures that business operations are supportive of the instructional goals and objectives of the district and the attainment of the campus performance objectives.

ROLE 2: SCHOOL/ORGANIZATIONAL CLIMATE

2. Develops long- and short-range objectives and goals for the business operations of the school district.
3. Provides for an effective two-way communication with staff, community, media, and board.
4. Keeps the superintendent informed on the business affairs of the district.
5. Develops and maintains positive staff morale with the business office.

ROLE 3: SCHOOL/ORGANIZATIONAL IMPROVEMENT

6. Conducts needs assessments for growth and improvement of the districts business operations.
7. Ensures that the mission of the business office supports the mission of the district.
8. Works with district personnel in projecting student enrollments, staffing needs, building and facility's needs, energy needs, capital equipment needs, and other cost items for district and individual school improvement.

ROLE 4: PERSONNEL MANAGEMENT

9. Defines and evaluates job performance expectations of subordinate staff.
10. Develops training options and/or improvement plans in the development of staff to ensure the best operation of the department.
11. Coordinates the district application and recruitment program and ensures that the district is represented in a positive and professional manner.
12. Makes recommendations regarding policies and procedures for salary, fringe benefits, and other personnel functions.
13. Administers the district program of employee evaluation and ensures systems are implemented effectively and uniformly.
14. Directs the preparation and revision of job descriptions and the classification of positions.

15. Responsible for districtwide employee relations programs, including processing complaints and grievances.
16. Assists supervisory personnel in conducting due process procedures.
17. Ensures that the employee handbook is compiled, updated annually, and distributed.
18. Accepts administrative responsibilities relative to overall maintenance of district personnel files in accordance with regulatory agency guidelines.
19. Possesses ability to effectively communicate in both written and oral manners in all facets of the school and community.
20. Maintains a knowledge of accrediting standards for state and regional accrediting purposes and advises the Superintendent of these matters.
21. Evaluates personnel assigned under direct supervision.
22. Prepares reports in an accurate and punctual manner.

ROLE 5: ADMINISTRATION and FISCAL/FACILITIES MANAGEMENT

23. Keeps informed of and complies with all state and district regulations and policies concerning public education business administration.
24. Provides leadership and management for purchasing, transportation, accounting, data processing, maintenance programs, construction management, tax collections, elections, budget hearings, bond issues, debt management, and investment programs.
25. Provides leadership to achieve cost-effective practices throughout the district.
26. Compiles district, campus, and program budgets and cost estimates; prepares and submits financial reports.
27. Directs the district's risk management and/or employee benefits programs.
28. Supervises personnel records management assisting in the administration of required state records management program (designated records management officer).

ROLE 6: STUDENT MANAGEMENT

29. Demonstrates support for the district's student management system and expected student behavior related to operational aspects of the district (transportation, classroom facilities, etc.)

ROLE 7: PROFESSIONAL GROWTH and DEVELOPMENT

30. Uses information and insights provided through assessment instruments, district appraisal process, evaluative feedback from line supervisors, and professional development programs to improve performance.
31. Provides leadership in addressing challenges facing the profession; pursues professional development activities; disseminates ideas and information to other professionals.
32. Observes professional and ethical standards of behavior in accordance with the Texas Education Agency code of ethics.

ROLE 8: SCHOOL/COMMUNITY RELATIONS

33. Articulates the district's mission to the community and solicits its support in realizing the mission.
34. Demonstrates awareness of district/community needs and initiates activities to meet those identified needs.
35. Performs other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Standard office equipment including personal computer and peripherals

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

May work prolonged or irregular hours, occasional districtwide and statewide travel

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.