

The Chief Financial Officer (CFO) is a member of the Superintendency and serves as a top manager for the District over the Division of Support Services. The CFO functions as part of the superintendency, overseeing the operation of the school district, by working with directors, coordinators, principals, and building staff to build vision, set priorities, and develop long and short-range strategic plans for achieving the goals of the district; acts as a liaison with Governing Board and administration to provide advice to the Governing Board on a regular and ongoing basis; and provides policy recommendations and policy updates in their respective areas to the Superintendent and Governing Board. The duties assigned to the CFO include administering, directing and coordinating all aspects of the District-wide process in the area of support services and finance services. Duties also include providing strategic direction for the Division, assisting the superintendent develop annual resource allocations for the District. The CFO works with administrators on issues, procedures and policy related to the area of responsibility. The CFO acts as a liaison with the Governing Board and employee associations, and consults with legal counsel as necessary to ensure compliance with state and federal legal requirements. The CFO provides programmatic recommendations at Governing Board meetings, to the Superintendent and in cabinet meetings. The CFO manages the district budget, facilities, transportation, and warehouse, among other areas.

### **Chain of Command**

The Chief Financial Officer reports to the Superintendent.

### **Competencies of the Chief Financial Officer**

The CFO shall possess deep knowledge of school district budgets, school finance law, Arizona bonding and school overrides, finance and budget requirements and compliance, and best practices for those areas supervised. Additionally, listed below are the leadership competencies required for this position:

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Communication:** Effectively communicates to audiences in diverse situations through strong written and verbal communication skills.
- **Conceptual Thinking-** Sees patterns and links among seemingly unrelated things.
- **Developing Others:** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Transformational Leadership:** Assumes leadership of a group to rapidly address the need for change within an organization.

- **Vision:** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.

## Essential Duties

The Chief Financial Officer (CFO) shall be responsible for the following duties:

- Works with principals and administrators on issues, policy development and procedures in area of assignment including advising as to processes, legal requirements, and ultimate decisions with regard to issues related to finance and support services.
- Oversees recruitment, hiring and management of staff including professional development, training, monitoring, evaluation, and discipline.
- Manages resources to include budget, personnel, and facilities by preparing, maintaining, and providing controls.
- Maintains ongoing effective communication with district administration, schools, community, and staff to include policy and budget issues.
- Provides programmatic recommendations at Governing Board, Superintendent, and cabinet meetings and provides programmatic advice to the Superintendent and Governing Board as needed.
- Oversees analysis, maintenance, and communication of financial records, including making final decisions on record keeping requirements and procedures.
- Acts as liaison with governing board and legal counsel regarding issues and policy development in area of assignment including leading committees to address issues of concern.
- Guide the development and implementation of short and long-range plans for budgeting and support services achieving special education goals and objectives in alignment with the district's strategic plan.
- Interview and hire staff members for the Department; supervise and evaluate all daily activities of staff members relative to assigned tasks; reassign operational responsibilities of staff members as necessary to provide opportunities for cross-training and growth.
- Facilitate and/or participate in all matters of dispute resolution with the Arizona Department of Education and the Arizona Risk Retention Trust
- Oversees crisis team
- Review federal and state legislation/regulations related to financial and support services; identify and share the impact of changes on the school district.
- Monitor compliance with Governing Board Policies and Regulations, recommend Board policies related to the areas of responsibility, and work with the School Board attorneys to develop required policy changes.
- Maintain open lines of communication with all interested parties; respond to concerns of parents, teachers, building and central office administrators, and community members.
- Conduct ongoing needs assessments, collect and analyze data, use pertinent data to refine and improve operational functions and services; evaluate program initiatives in areas supervised.
- Facilitate research regarding trends and best practices to support appropriate recommendations for student success through rigorous, innovative, and technological programming.
- Plan and implement professional development for staff in areas supervised; involve staff in continuous improvement through self-evaluation and goal setting.
- Serve as the school district's liaison in all matters concerning finance and support services.
- Maintain communication network with other Chief Financial Officers within the state.
- Attend Board meetings and other special meetings upon request of the Superintendent and serve as a contributing member of the teaching and learning team and on assigned committees.
- Performs other duties of a similar nature and level as assigned.

**Training and Experience**

Masters of Business Administration preferred, and, based upon assignment, six years of experience in a directly related field are required; three years management experience may be required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements**

Valid Arizona fingerprint clearance card required

**Date Revised**

3.31.2021