

**GULFPORT SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: Chief Financial Officer

Board approved July 15, 2013

QUALIFICATIONS:

1. Training in accounting or business administration required
2. Master's Degree in accounting or business administration preferred
3. Five years successful accounting experience with multi-million dollar accounts
4. Proficient in the use of computer technology for accounting and other budget administration tasks
5. Extensive knowledge of the principles, methods, techniques, practices, and mandated accounting system of budget administration and budget planning operations for Mississippi school districts
6. Ability to plan, assign, and direct a staff of subordinates
7. Ability to communicate effectively with supervisors, the school board, department heads, city officials, and other school employees and lay persons

SUPERVISES:

District accounting management including monitoring of personnel allocations and costs, depositing and disbursing of funds, accounting operations for all financial transactions, maintenance of financial records, preparation of periodic and special reports, payroll management, finance department computer operations, employee insurance programs, other financial operations of the school district, and the classified employees who staff the business department, grant proposal writing and administration; budget planning and budgetary policy recommendations; financial planning assistance to cost center managers; long-range planning

REPORTS TO:

The Superintendent and the Board of Trustees but also, for limited purposes, to the Assistant Superintendent of Personnel, and Operations. These supervisors help the job description subject to identify and interpret other key relationships for this job.

JOB GOAL:

To support and enhance the educational mission of the school district through careful planning (budgeting based on needs and available resources), sound fiscal management (how to get the most and the best from available funds), and effective budget administration (following proper procedures, meeting deadlines, leaving clear audit trails, balancing accounts, etc.)

TYPICAL DUTIES AND RESPONSIBILITIES:

Such duties and responsibilities as may be assigned, including but not limited to:

1. Serves as a resource for and participates in the development of annual and long-range educational plans for the school district
2. Plans and organizes cost center accounting system (computer print-outs) for each cost center
3. Plans and causes to be developed software programs to support accounting and other departmental procedures

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4. Plans with classified employees assigned to the department the functions and operations of the department and the individual assignments for each employee
5. Assists the Superintendent to plan the annual operational budget; prepares the annual budget as required by law after the budget has been planned
6. Collects and makes available tax and other fiscal data needed for district planning purposes
7. Ensures that all funds are received and deposited in an approved depository
8. Maintains various required accounts to comprehend and to account for all funds
9. Implements and maintains the state required accounting program for school districts
10. Prepares and submits for board approval each month current bills to be paid
11. Prepares and submits to the State Department of Education budget reports and budget information as required
12. Invests surplus or currently unused funds in accordance with Mississippi law; maintains current knowledge of cash flow
13. Efficiently implements computer software programs to accomplish numerous financial management and accounting tasks
14. After Board authorization, releases payment of funds
15. Maintains complex financial records and makes periodic and special financial reports
16. Ensures compliances with various local, state, and federal requirements
17. Supervises retirement program records, reporting, and services
18. Supervises employee insurance programs, records, and services
19. Supervises payroll operations and employee check disbursement
20. Supervises account reconciliation and other control procedures
21. Supervises employee leave accounts and check stub reports for employee checks
22. Supervises classified personnel employed to perform various functions within the department
23. Recommends employment of qualified staff
24. Assign staff to perform specific tasks and responsibilities within the department
25. Ensures that staff members are kept current, through appropriate in-service, with the state of the art technology for their operations
26. Provides financial and budgetary data to principals and department heads in a timely manner as a means for developing and maintaining an effective educational program
27. Participates in or initiates the formation of financial and budgetary policies intended to strengthen and improve program performances
28. Provides information to supervisors for decision making regarding employee fringe benefit programs
29. Advises supervisors regarding legal complications involving financial transactions
30. Prepares reports and other communications and disseminates those to various appropriate audiences
31. Attends school board and local community meetings as well as school district, regional, and state professional meetings
32. Makes formal and informal reports and presentations to appropriate audiences
33. Utilizes specific criteria to evaluate departmental performance and productivity
34. Adjusts departmental processes and/or functions based on data derived from evaluation
35. Utilizes appropriate instruments and processes to evaluate performance of assigned personnel
36. Performs other duties as assigned

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TERMS OF EMPLOYMENT:

235 days annually with salary in accord with the Administrative Salary Schedule as approved by the Board of Trustees

EVALUATION:

Performance of the Chief Financial Officer/Director of Budgets will be evaluated in accordance with provision of Board policy.