

## **JOB TITLE: FINANCE OFFICER**

REPORTS TO: SUPERINTENDENT

SALARY SCHEDULE: CERTIFIED SALARY SCHEDULE, BASED ON RANK AND EXPERIENCE

CLASS CODE: 7184

### **Scope of Responsibilities**

Administers both operational and programmatic support to the District. Provides leadership to establish communications between the District and the business community; analyzes and provides alternative solutions to the District's fiscal issues and concerns. Is the chief financial spokesperson for the organization on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and securing of new funding.

### **Performance Responsibilities**

1. Review, analyzes and evaluates effectiveness of fiscal management operations and recommends changes where necessary
2. Monitors, supervises and evaluates assigned staff
3. Develops and recommends appropriate operational policies and defines, recommends and establishes objectives and administrative policies related to functions supervised
4. Establishes and maintains communications and other collaborative relationships with the business/financial community
5. Serves as District Treasurer
6. Coordinates and correlates activities within the assigned area and with other district staff
7. Ensures within the assigned area compliance with District policies, governmental regulations and administrative procedures
8. Prepares of data & testing to the board
9. Performs other duties as assigned by Superintendent

### **Minimum Qualifications**

1. Bachelor's Degree and graduate work towards MBA or CPA
2. Five (5) years successful experience in the field of business management with responsibilities in financial accounting, budgeting, cost accounting and finance
3. Successful experience as a financial officer
4. Working knowledge of automated accounting and budgeting systems

### **Desirable Qualifications**

1. Kentucky certification endorsed for Superintendent or School Business Official
2. Major education emphasis in Business Administration, Accounting or Finance
3. Successful experience in an educational setting
4. Master's Degree
5. Master's and CPA degree will equate to a Rank I

## Physical Demands

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, driving automotive equipment and exposure to dust, fumes and gases.