

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Chief Financial Officer
Reports To: Deputy Superintendent of Staff & Operations

SUMMARY

The Chief Financial Officer is responsible for the management of all accounting and financial activities of the District, including: general ledger, treasury functions, banking, investing, financial analysis, business office operations, accounts payable, accounts receivable, budgeting, financial reporting, revenue analysis, financial internal control analysis, auditing, cost analysis, debt management, cash flow, tax rate setting, employee benefits, liability insurance, property insurance, workers comp, payroll, purchasing, bond issuance, bond restructuring and defeasance, and contract administration.

QUALIFICATIONS/REQUIREMENTS

- Minimum of Five (5) years of experience in general accounting, management of a business office, or other administrative experience.
- Bachelor's Degree in Business Administration, Accounting, or a related field required. Master's Degree in Business Administration or related field preferred.
- Considerable knowledge of either school district finance or NFP fund accounting.
- CPA license in the State of Missouri or an SFO designation is preferred.

ESSENTIAL JOB DUTIES

- Oversees daily operations to ensure compliance of District policy, as well as local, state, and federal regulations; ensures that services are provided as scheduled and as required to meet the needs of the District.
- Develops, monitors, analyzes, and maintains the District financial budget in all major revenue and expenditure areas.
- Analyzes all revenue sources to determine their propriety. Makes decisions and recommendations to optimize District revenues.
- Plans the District's cash flow and maximizes the District's return on its investments.
- Develops long range financial projections extending five years. Advises the Deputy Superintendent, Board of Education, and the community on financial affairs.
- Interprets and presents financial concerns of the District to the community. Identifies various indicators of the financial posture of the District and compares such indicators with other relevant districts.
- Monitors the annual audit by the Board's CPA firm.
- Oversees and is responsible for payroll, accounts receivable, accounts payable, property transactions, and federal and state reporting.
- Is responsible for the preparation of all required federal, state, and local payroll returns.
- Provides monthly reports and financial data to the Board.
- Approves large invoices, expenditures, and cash disbursements.

ESSENTIAL JOB DUTIES (cont'd)

- Monitors District construction for financial and budgetary considerations.
- Evaluates and realigns, as necessary, specific job duties for business office employees.
- Manages and controls the purchasing process, makes improvements as required, and ensures compliance with all legal aspects of purchasing.
- Supervises the acquisition, sale, and disposal of District property, equipment, and supplies.
- Manages District insurance and processes property, liability, and workers' compensation claims.
- Is responsible for all aspects of the District benefit programs.
- Manages the District's debt structure to most effectively meet the needs of the community; manages all aspects of District bond issues and provides information to the Board to evaluate current and anticipated bonding capacity.
- Coordinates all aspects of the District's business office.
- Sets recommended tax rates and presents to the Board for approval.
- Is responsible for contract administration.
- Is responsible for determining District lease-buy decisions.
- Attends all Board business meetings.
- Assists and participates in employee union negotiations and analyzes related information.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned by the Deputy Superintendent of Staff & Operations or Superintendent of Schools.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Chief Financial Officer shall be employed on a twelve-month basis with twenty-five (25) days of vacation. Salary for this position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.