Chief Finance Officer

Exempt

General Definition of Work
Coordinates and directs the financial operations of Cabarrus County Schools in a manner that complies with all applicable laws and regulations and represents a high degree of efficiency, effectiveness, and transparency. Also serves as a resource to the management team and other stakeholders when decisions have a financial impact.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary
State salary schedule

Reports to
Superintendent

Essential Functions
- Manage the school district’s financial affairs including budgeting, purchasing, accounting, payroll, accounts payable, internal audit, fixed assets, and treasury functions.
- Establish procedures to assure compliance with financial laws, regulations, and requirements and to assure adherence to generally accepted accounting principles (GAAP) and standard business practices.
- Advise the Board, Superintendent, Principals, Department Heads, and others who manage grants or other funds about how to maximize use of the resources available to them.
- Make projections of financial impacts of decisions, both locally and at the State and National levels, on the operations of Cabarrus County Schools.
- Engage in multi-year financial planning for the operating budget and assists in preparation of multiyear facilities plans.
- Responsible for submission of financial reports required by external entities and for other reports identified by the State.
- Under the Superintendent’s direction and with the assistance of subordinate staff, prepare annual budgets for all funds operated by Cabarrus County Schools; furthermore, to monitor activity in those funds throughout the fiscal year in order to assure compliance with the School Budget and Fiscal Control Act and in accordance with guidance issued by the Local Government Commission and the Department of Public Instruction.
- Adhere to the Chart of Accounts mandated for school district use by the Local Government Commission and the Department of Public Instruction.
- Establish and maintain an accounting system adequate to record transactions in accordance with the requirements of GAAP, the North Carolina Local Government Commission, the North Carolina State Board of Education, the North Carolina Uniform Education Reporting System (UERS) and other relevant state and federal agencies.
- Establish and maintain a payroll system that satisfies federal laws and regulations such as the Fair Labor Standards Act and the Internal Revenue Service Code, as well as produces the detailed
Chief Finance Officer

salary and absence data required by the North Carolina Department of Public Instruction.

- Select and maintain financial software for both centralized operations and individual schools to process transactions in accordance with applicable requirements.
- Select and maintain user-friendly financial reporting software for budget managers within the organization so that they may monitor the status of their accounts in real time, obviating the need for monthly financial reports.
- Establish and maintain a system of controls over cash receipts, deposits, disbursements, and investments in accordance with requirements of the Office of the State Treasurer, the Office of the State Controller, and the North Carolina Department of Public Instruction and in accordance with standard business practices.
- Establish a system of internal controls for financial operations to provide assurance that accounts are properly stated.
- Establish procedures to assure timely reconciliation of bank accounts.
- Establish and maintain an internal audit program for the funds of the individual schools.
- Arranges for annual independent financial and compliance audits of all accounts.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of generally accepted accounting principles and principles of public administration, particularly as they relate to units of local government.
- Knowledge of State statutes, policies, and regulations regarding financial transactions and of federal laws and rules impacting financial operations.
- Technology skills such as demonstrated familiarity with spreadsheet software (EXCEL) and word processing software (WORD); familiarity with typical computer-based financial software packages; experience with database search and retrieval both through query functions and typical web-based reporting in order to answer questions or to detect errors.
- Ability to determine how to schedule the sequence of work activities of many different individuals in order to meet a deadline; also, the ability to determine what specific changes must be made in many different procedures performed by many different individuals to implement a new or changed requirement.
- Ability to determine what laws or regulations are pertinent to a particular issue and how to reconcile them when they do not align naturally with each other.
- Ability to both explain financial procedures to non-financially minded individuals and to engender understanding and support when changes in established procedures are necessary.
- Ability to plan both in the annual budget process and respond to ad hoc requirements.
- Ability to recognize what mathematical functions may be needed through EXCEL to make accurate projections or calculations.

Education and Experience

- Bachelor’s in Business Administration or Accounting required. Master of Public Administration, Master of Public Affairs, or CPA preferred.
- At least two years supervisory experience over financial operations of similar scope required.
Physical Requirements

- This work requires the occasional exertion of up to 10 pounds of force.
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking and sitting and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

- Educational coursework must be sufficient to obtain certification as a North Carolina School Finance Officer from the Department of Public Instruction.

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.