

CLASS TITLE: CHIEF FINANCIAL OFFICER

BASIC FUNCTION:

Under the supervision of the Superintendent, the Chief Financial Officer (CFO) formulates, implements, evaluates, and communicates fiscal policy and procedures to ensure that a financial perspective is introduced in all major decision processes. The CFO will be responsible for the organization and administration of the financial and business affairs of the District, including budget, accounting, payroll, employee benefits, purchasing and child nutrition services.

ESSENTIAL FUNCTIONS:

Coordinates, facilitates and develops the District's annual and long – term budgets and communicates the District's budget and its development to staff, the general public, the Board of Education, and governmental agencies.

Develops and implements budget guidelines, time lines, policies and procedures; analyzes and reviews budgetary and financial data; develops intermediate and long-range income and expenditure projections; monitors, controls and authorizes expenditures in accordance with established limitations.

Organizes, administers, and supervises payroll, accounts payable and receivables, and other services within the District Office.

Administers the District's child nutrition services including supervision of employees and selection, evaluation and implementation of the District's child nutrition services contract(s); interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.

Performs and/or supervises central accounting of expenditures, forecasting revenue and expenditures, cash flow, fixed assets, and all other related functions.

Supervises efficient management of the District's parcel tax and general obligation bonds.

Ensures that the state and federal guidelines of the school lunch program are implemented.

Plans, organizes and implements long and short-term programs and activities designed to enhance assigned budgets and financial and accounting activities; develops, implements and monitors accounting systems for a variety of financial functions.

Directs the District's internal audit procedures and works cooperatively with the District's external auditor.

Trains, supervises and evaluates the performance of assigned personnel; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions.

Performs research and directs the preparation and maintenance of a variety of financial and statistical reports, records and files related to assigned activities and required by the State, administration, federal agencies and the Board of Education.

Provides technical expertise, information and assistance to the Superintendent regarding District budgets, accounting and related programs; assists in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advises the Superintendent of unusual trends or problems and recommends appropriate corrective action.

Prepares and presents financial information to assist the negotiations process with employee groups.

Represents the District to Joint Powers Authorities for business and operations.

Plans, organizes and implements long and short-term programs and activities designed to enhance assigned budgets, accounting systems and programs; assures District compliance with State Education Code, California Audit Guide, budget and accounting requirements.

Communicates with other administrators, personnel, outside organizations and the community to coordinate activities and programs, resolves issues and conflicts and exchanges information; consults with other departments to enhance budget control and forecasting capabilities; serves as a liaison to the District Finance Advisory Committee.

Serves as an advocate for Sunnyvale School District to the local community and at the State level.

Assists District administrators with the development and monitoring of department, site, and program budgets.

Contributes to the team leading the development of the District's Local Control Accountability Plan (LCAP).

Serves as a member of the Superintendent's District Administrative Team.

Attends meetings of the Board of Education.

Operate a computer and assigned software programs; operate other office equipment as assigned; operate a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and techniques of leadership, organization, supervision, accounting, personnel administration and management.
Planning, organization and implementation of District-wide budgets.
Budget administration, preparation and control.
Financial analysis and projection techniques.
Generally accepted accounting and auditing principles, practices and procedures.
Accounting and budget functions of a school district.
Financial and statistical record-keeping techniques.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and control the District-wide budget, program budgets and accounting activities.
Direct budget and accounting related activities.
Supervise the performance of assigned personnel.
Analyze work systems and processes to maximize efficiency and effectiveness.
Prepare financial and budget reports required by the State, administration, federal agencies and the Board of Education.
Analyze financial data and prepare forecasts and recommendations.
Compile financial and attendance data and prepare related reports.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Direct the maintenance of a variety of reports and files related to assigned activities.
Maintain consistent, punctual and regular attendance.
Hear and speak to exchange information and make presentations.
Move hands and fingers to operate a computer keyboard.
See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: bachelor's degree in business, economics, accounting, finance or related field and five years of successful experience in school business management and financial accounting and reporting with the day-to-day operations of an organization and administration of budgets.

Five years of significant knowledge and direct experience with California school finance accounting.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
CASBO Chief Business Official Certification desired.

ENVIRONMENT:

Primarily office environment; subject to constant interruptions and ongoing mandated deadlines. Occasionally school site and large group/conference environments.
Driving a vehicle to conduct work.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the Sunnyvale Classified and Certificated Association for Management Personnel (SCCAMP).