

**TITLE: CHIEF FINANCIAL OFFICER**

**JOB GOAL:** Under the direction and supervision of the Deputy Superintendent, the Chief Financial Officer shall be responsible for planning, coordinating, controlling and administering the business and financial operations of the District in accordance with policies established by the Board of Education and State of California; assure compliance with policies, practices and procedures; supervise and evaluate the performance of assigned personnel. The Chief Financial Officer is responsible for providing leadership and supervision for the overall business services and related departments.

**QUALIFICATIONS**

Knowledge of

1. Federal, state, and local laws, codes, and statutes related to public school accounting and facilities planning.
2. Applicable sections of State Education Code and other applicable codes, laws, rules and regulations related to assigned activities.
3. Modern management, fiscal and business policies, practices, and procedures.
4. Accounting, financial planning, auditing principles, capital project fund management, debt services, payroll, purchasing and asset management.
5. Principles and practices of administration, supervision, and training.
6. Effective public speaking techniques.
7. Bargaining Unit contracts and negotiation techniques.
8. District organization, operations, policies and objectives.
9. Interpersonal skills using tact, patience, and courtesy.
10. Budget preparation and control.
11. Oral and written communication skills.
12. Safety and workplace rules and regulations.

Ability to

1. Administer, plan, coordinate, and supervise the business services and financial operations of the District established by the Board of Education and State of California.
2. Direct and participate in the development of policies, procedures, and fiscal decisions.
3. Develop, review, and approve the preparation of annual budgets for District departments and schools. Interpret and apply provisions of State Education Code and various regulatory agencies.
4. Assemble and analyze data and make appropriate recommendations.
5. Read, interpret, apply and explain rules, regulations, policies and procedures.
6. Follow written and verbal directions and give direction to others
7. Complete assigned tasks and meet timelines with minimal supervision;
8. Effectively plan, delegate and organize work;
9. Prepare comprehensive narrative and statistical reports;
10. Direct the maintenance of a variety of reports and files related to assigned activities;
11. Be a productive and active team member;
12. Analyze situations accurately and adopt an effective course of action;
13. Calculate long-range planning and effectively plan for and deal with change;
14. Present and maintain a professional appearance and demeanor;
15. Effectively and efficiently supervise a variety of personalities with a minimum of disruption;

Ability to (continued)

16. Work successfully with diverse groups of people;
17. Work both collaboratively and independently;
18. Communicate effectively both in oral and written form;
19. Perform the job functions in the job description with precision;
20. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations;
21. Establish and maintain effective work relationships with those contacted in the performance of required duties;
22. Establish and maintain effective rapport with students, staff, governmental agencies, parents, and community members;

Training and Experience

1. Master's Degree or Master of Business Administration (MBA) desired.
2. Certified Public Accountant (CPA) or equivalent experience.
3. CPA License desired
4. Five (5) years of comprehensive professional administrative experience related to school business operations.

**REPORTS TO:** Deputy Superintendent or Designee

**ESSENTIAL FUNCTIONS**

1. Performs duties with awareness of all District requirements and policies;
2. Serves on the Superintendent's Cabinet and Senior Cabinet and participates in Board of Education meetings;
3. Plans, coordinates, controls and administers the business services and financial operations of the District established by the Board of Education and State of California.
4. Attends Board meetings and participates in deliberations on various matters relating to business, finance, negotiations, and legal issues;
5. Serves as the Deputy Superintendent's primary advisor related to Fiscal and Business Services;
6. Develops and prepares the budget for the Superintendent, Board of Education, and the community in an understandable, usable format;
7. Provides the Board and Deputy Superintendent and Superintendent with information and data to support recommendations and decisions; informs the Board and Superintendent of matters related to long-range planning and necessary policy changes;
8. Provides leadership in improving operating efficiencies to assist the District in containing costs without negative impact on the educational programs;
9. Directs and coordinates cooperative ventures with other governmental, civic, and private agencies to improve the fiscal services of the District.
10. Leads and implements best practices in accounting, financial planning, auditing, capital project fund management, debt services, payroll, purchasing and asset management.
11. Attends a variety of meetings; chairs or serves on assigned committees; presents to community groups and other groups.
12. Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to assigned activities; prepares budget, financial, tax, attendance, and other reports as assigned.

**ESSENTIAL FUNCTIONS** (continued)

13. Supervises and evaluates the performance of assigned staff; interviews and selects employees; makes decisions or recommends transfers, reassignment, termination and disciplinary actions; plans, coordinates and arranges for appropriate training of subordinates.
14. Provides financial information relative to the collective bargaining process and serves on the District's negotiating teams as necessary.
15. Reviews policies and programs essential to meet the needs of the district as required.
16. Reviews legislation and regulations and makes recommendations on policies and procedures as they apply to assigned areas of responsibility.
17. Assumes responsibilities for own professional growth and development, keeping current with literature, new research findings, and improved techniques; and for attending appropriate professional meetings.
18. Knows and follows the district's Mission and Core Values and develops corresponding priorities for the Business Services Division.
19. Performs other duties as assigned.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.
18. Able to operate a motor vehicle in a safe and effective manner.

**SPECIAL REQUIREMENTS**

1. Possession and maintenance of a valid and appropriate California Driver's License; have an acceptable driving record; and be insurable at standard rates by the district's insurance carrier and maintain such insurability during the course of employment.

**TERMS OF EMPLOYMENT:** 240 duty days/Twelve-month work year  
Senior Management

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy on Evaluation of Professional Personnel. The Deputy Superintendent will complete the evaluation.

Approved by: Board of Education

Date: April 18, 2019

**Murrieta Valley Unified School District is a drug-free & tobacco-free workplace and equal opportunity employer.**

The District does not discriminate against employees or job applicants on the basis of gender, race, color, religious creed, national origin, ancestry, age of 40, marital status, physical or mental disability, or Vietnam Era veteran status. Equal opportunity shall be provided to all employees and applicants in every aspect of personnel policy and practice. The District does not discriminate against person with disabilities who, with reasonable accommodation, can perform the essential functions of the job in question.