

HUMAN RESOURCES DEPARTMENT
JOB DESCRIPTION

Job Title: Chief Finance Officer
Job Family: Cabinet
Prepared/Revised Date: September 9, 2024

FLSA Status: Exempt
Pay Range: Schedule F Grade A
Job Code: 10216
Days: 260

SUMMARY Oversee the operations of the District's Information Technology and Operations departments. Oversee and provide leadership to the Finance division and its activities including accounting, financial reporting, financial analysis, budget, partnership and grants administration, systems support and project management, payroll, strategic sourcing, inter-agency contracting. Oversee h TJ -0.001 Tc 0.001 Tw [(t)-1.4 (ees)6.8 (,-2.5 ())] TJ 0.002 Tc 0 Tw 0 -1.222 TD [(bo)2.1 (a)2

compared to forecasts, and prepare explanations of budget variances and deviations. Oversee the development and administration of school and department budget allocation methods, employee staffing control functions, and e



Description of Job Tasks

Engage with school and department administrators to provide assistance and leadership in budgeting activities that impact individual schools and departments.



- Ability to promote and follow Board of Education policies, Superintendent policies and building and department policies.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: Physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform this essential job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme cold (no weather)	X			
Extreme heat (no weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X