

Hinsdale High School District 86
Job Description

Job Title: CFO - Chief Financial Officer
Department: Business Office
Days Worked Per Year: 260

Location: District Office
Supervised By: Superintendent

RECOMMENDED QUALIFICATIONS:

1. Master's Degree and/or Certified Public Accountant (CPA) with at least five years related experience in a managerial position.
2. School experience preferred.
3. Experience overseeing financial and operational aspects of a school district and/or private sector business.
4. Professional Educator License with Chief School Business Official (CSBO) endorsement preferred or willingness to attain such credentials within first two years of employment.
5. Possess the skills and philosophy to be both an advocate and watchdog for the students and taxpayers of District 86

RESPONSIBILITIES:

1. Financial Planning & Budgeting

- a. Report to the Superintendent on the financial, contractual, operational, and legal matters of the District.
- b. Develop budget packages, coordinate preparation of the budget and assist administrators in review and evaluation of the budget.
- c. Coordinate the presentation of, justification for and preparation of additional analyses required to understand the budget and tax levy proposals for public hearings and final approval by the Board of Education.
- d. Submit periodic statements to the Board of Education detailing the status of the budget appropriations and expenditure plan.
- e. Oversee preparation of enrollment projections, long-range plans and projections pertinent to the financial needs of the district.
- f. Supervise the handling of cash and initiate strategies to enhance cash position and ensure appropriate investment of school district funds as provided by School Code and Board of Education policy.
- g. Analyze efficiency of the Business Office functions and report to Superintendent on organizational structure strengths and weaknesses.

2. Accounting & Finance Systems

- a. Supervise the program of accounting and reporting for the financial affairs of the District.
- b. Establish and oversee controls for transfer of budgeted funds, as necessary.
- c. Oversee the preparation of financial reports as required by state and federal agencies.
- d. Prepare appropriate financial reports and provide information for management decisions.
- e. Prepare financial reports annually for audit by an independent certified public accountant.
- f. Implement audit suggestions on a timely basis.
- g. Complete, monitor, and report the activities applicable to state and federal funded activities.
- h. Monitor a District-wide plan for the management of school activity, student body and school-based internal funds.

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- i. Prepare monthly reports for Board of Education for that reflect fund by fund activity for month and fund balances.

3. Purchasing & Supply Management

- a. Oversee the purchase, maintenance and inventory of all supplies and equipment for offices and instruction to take advantage of bidding, cooperative and bulk purchase, based upon requisition specifications.
- b. Develop a program for securing evaluating and monitoring all purchased services.
- c. Supervise the purchase, by competitive bidding, informal quotations and negotiation, of items of supply, equipment and contracted services necessary for the operation of the school district.
- d. Review bidding documents, including notice to bidders, instruction to bidders, specifications and the form of proposal.
- e. Develop a fixed asset inventory for insurance and control purposes.

4. Personnel Management & Collective Bargaining

- a. Supervise the staff area business office in the area of personnel administration; i.e., keep needed information concerning number of personnel, dollars involved and all other related data concerning professional and support staff.
- b. Verify employee services and prepare special reports required for income tax, social security and other special withholdings.
- c. Prepare pertinent fiscal data for negotiations, including data relevant to benefit programs.
- d. Provides direction and oversee the employee health insurance programs.

5. Office Management

- a. Establish procedures for record keeping and maintaining all records that audit, legal or other operational requirements demand.
- b. Establish standard operating procedure manuals for the effective workflow of paper processing.
- c. Review form design and update form requirements as needed.
- d. Supervise administrative office services dealing with telephone, postage and office equipment operation, general mail receipt and distribution, including courier service for interschool mail and centralized copying/duplicating services.
- e. Coordinate the interaction between Human Resources and School Business Office staff.

6. Program Management

- a. Develop a comprehensive plan for the operation of the total school business services program.
- b. Delegate the authority necessary to accomplish department functions for the Business Office.
- c. Implement and observe all Board of Education business policies for the District.
- d. Develop and operate a management control system that monitors department activities
- e. Keeps abreast of issues and trends in the areas of school business administration through literature, participation in school business officials associations and attendance at approved workshops and seminars.

7. Insurance/Risk Management

Monitor the risk management programs for student, workers' compensation, liability, automobile, property insurance, and employee benefit program of health, dental, and life.

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8. Contractual Compliance

Working with Director of Operations, provides ultimate direction and accountability for ancillary services of Transportation, Food Services, Custodial and Maintenance Services, Construction, Architectural Services and other educational program support areas.

9. School Facility Planning and Construction

- a. Oversee the development of appropriate procedures for selecting and using the professional services of architects, engineers, risk managers, construction managers, general contractors and other professionals and understand their roles and responsibilities.
- b. Analyze the legal and administrative responsibilities of advertising, awarding, and managing construction contracts and know how to respond to contractor bankruptcy, product failure, and poor workmanship.
- c. Evaluate the research, current practices and issues regarding the impact of energy, safety, and environmental factors.
- d. Analyze the legal context within which school facilities are planned, constructed and operated and the various federal and State agencies and their roles in the process.
- e. Assist in planning for facilities-related needs: prepare population projections; develop educational specifications; analyze amortization of bond issues; evaluate buildings, etc.

10. General Administration

- a. Act as advisor to colleagues, subordinates and the Superintendent concerning financial affairs, and matters of general importance to the educational program.
- b. Provide necessary business services to support the instructional activities of the School District.
- c. Participate constructively in professional meetings with administrative staff and colleagues.
- d. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign from time to time.

Physical Demands:

While performing the duties of this job, the employee is regularly required to stand; walk, use hands and fingers to handle or feel objects, tools or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee occasionally must squat, stoop or kneel, reach above the head and reach forward. The employee occasionally will be required to lift up to 25 pounds such as cartons of paper. Specific vision abilities required by this job include close vision and ability to tell differences among colors.

Work Environment:

The noise level in the work environment is usually low. The employee continuously interacts with the public and other staff and frequently meets multiple demands from several people. Work is performed indoors.

Hinsdale Township High School District 86 is an Equal Opportunity Employer. It is the policy and practice of District 86 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 86 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap.

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The information contained in this job description posting is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for opening should contact the Assistant Superintendent for Human Resources.