CHIEF FINANCIAL OFFICER JOB DESCRIPTION

DIVISION: Superintendent	**GRADE:** Administrative
DEPARTMENT: Finance	**WORK DAYS:** 248
REPORTS TO: Superintendent	**FLSA STATUS:** Exempt
ESSENTIAL PERSONNEL: Yes (see working conditions)	

POSITION SUMMARY

Provides executive leadership and strategic oversight of the District's financial and business operations, including budgeting, accounting, financial reporting, audit coordination, payroll, purchasing, grants management, allocations, position control, cash management, and related business services functions. Ensures fiscal integrity, regulatory compliance, operational effectiveness, and alignment of financial resources with District priorities, governance expectations, and long-range organizational goals.

MINIMUM REQUIREMENTS

Master's degree in Finance, Business, Accounting, Public Administration or related field
Such alternatives as the School Board may deem appropriate.

CERTIFICATION/Licensure: None required; Certified Public Accountant (CPA) preferred

WORK EXPERIENCE*:* Minimum ten (10) years of progressively responsible experience in financial leadership, business administration, budgeting, accounting, or operational finance management

PREFERRED QUALIFICATIONS

- Certified Public Accountant (CPA)
- Experience in public-sector or K-12 financial administration

Experience coordinating external audits and organizational corrective action planning

SUPERVISES

As assigned

ESSENTIAL DUTIES

- Provide executive leadership and strategic direction for all District financial and business services operations.
- Serve as a senior advisor to the Superintendent regarding financial planning, fiscal sustainability, operational impacts, and organizational risk.
- Lead development, implementation, monitoring, and long-range forecasting of the District's annual budget and financial plan.
- Provide executive oversight of accounting, payroll, purchasing, grants management, allocations, accounts payable, financial reporting, and related business functions.
- Ensure the establishment and maintenance of effective financial management systems, internal controls, compliance processes, and audit-ready practices.
- Serve as the District's primary liaison for internal and external audits and oversee organizational responses to audit findings, recommendations, and corrective actions.
- Monitor revenues, expenditures, fund balances, cash flow, encumbrances, and financial trends and advise executive leadership regarding significant risks, impacts, or deviations.
- Provide oversight of procurement and purchasing practices to ensure compliance with applicable laws, School Board policies, contractual requirements, and sound business practices.
- Lead financial planning and forecasting associated with enrollment, staffing allocations,

compensation, capital needs, and operational initiatives.

- Direct the preparation and presentation of financial reports, budget amendments, and fiscal analyses for the Superintendent and School Board.
- Collaborate with executive leadership regarding organizational priorities, operational planning, and resource alignment.
- Develop, communicate, and monitor performance expectations, accountability structures, and operational standards for assigned departments and personnel.
- Support collective bargaining processes and provide fiscal analysis related to labor negotiations and organizational planning.
- Attend School Board meetings and provide financial presentations, recommendations, and supporting information as required.
- Serve as a member of the District's Disaster Recovery Team and support continuity of operations planning.
- Perform other duties as assigned by the Superintendent

Professionalism:

- Demonstrates prompt and regular attendance
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Effectively communicates a team attitude

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Working Conditions: Normal office and school environment and/or classroom environment.
This position is listed as "Essential" during a declared emergency and will be providing services that exceed their contractual obligations by working on days and at times when other District employees are not required to be on duty.
Physical Demands: Routine physical activity associated with normal office and school environment.
Light Work: Involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently.
Vision: (Which may be corrected) to read small print; view a computer screen for prolonged periods.
Hearing: (Which may be corrected) to answer telephones and tolerate exposure to noisy conditions.
Speech: To be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone.
Upper Body Mobility: Use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Environmental Conditions: Encounter constant work interruptions; work cooperatively with others; work independently; work indoors.
Minimum Mental Requirements: Ability to read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; judgment and the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records.

Martin County School District does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boys Scout of America Equal Access Act.

This job description is intended to accurately reflect the position activities and requirements. However, management and administration reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities,

skills, or working conditions associated with the position.