

SCHOOL BOARD OF ALACHUA COUNTY, FLORIDA

CHIEF -- FINANCE

JOB DESCRIPTION

JOB CODE:	750031	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	0
CONTRACT CODE:	05	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Masters degree from an approved accredited educational institution with specialization in public or business administration, finance, or other acceptable field; or Bachelors degree in accounting or other related field and Certified Public Accountant (CPA) credentials.
- (2) Minimum of ten (10) years progressively responsible administrative and supervisory experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, rules and regulations pertaining to budgeting and finance, insurance programs and employee group health and life property, and other areas of responsibilities. Knowledge of payroll systems, insurance contracts and ratings, and both conventional and self-insurance programs. Ability to develop programs within parameters prescribed by the administration and Collective Bargaining Agreement. Advanced communication and interpersonal skills with unique abilities in planning, organization and issues mediation. Demonstrate skills in effective management of personnel. Ability to organize, manage time and prioritize duties. Analytical skill for problem-solving. Ability to communicate both orally and in writing. Ability to establish and maintain effective working relationships with administrators, staff, vendors and outside agencies.

REPORTS TO:

Superintendent, Deputy

JOB GOAL

To provide effective leadership, direction and oversight for the District's budget and financial operations, insurance program, payroll and other assigned areas of responsibility.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide leadership, direction and oversight for the Business Services Division.
- * (2) Oversee the preparation and administration of the annual District budget.
- * (3) Represent the Superintendent as required.
- * (4) Assist in the preparation for collective bargaining negotiations.
- * (5) Direct the development of the District long-range capital improvement plan and funding alternatives.
- * (6) Assist the Superintendent in organizational analysis and development.

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- * (7) Develop, implement and oversee a variety of insurance programs designed to provide coverage and protection for the District.
- * (8) Direct and manage employee group health insurance programs for the District.
- * (9) Serve as consultant to administration in all matters pertaining to budget, group insurance and payroll.
- * (10) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- * (11) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (12) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (13) Be knowledgeable of and adhere to Board Policies.
- * (14) Assist in the interpretation of programs, philosophy and policies of the district to staff, and the community.
- * (15) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (16) Represent the district in a positive and professional manner. Demonstrate support for the school district and its goals and priorities.
- * (17) Monitor district compliance with applicable codes, rules and statutes.
- * (18) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their impact on the District.
- * (19) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action. Keep the supervisor informed of potential problems or unusual events.
- * (20) Assist in the preparation and administration of the District and divisional budget.
- * (21) Participate in the development of policies and procedures.
- * (22) Attend meetings and conferences to promote professional growth and benefit the District.
- * (23) Maintain expertise in the assigned area to fulfill project goals and objectives.
- * (24) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- * (25) Develop appropriate Board agenda items pertaining to areas of responsibility.
- * (26) Communicate effectively with the public, staff members, administrators, and other contact persons using tact and good judgment.
- * (27) Respond to inquiries and concerns in a timely manner.
- * (28) Model and maintain high ethical standards.
- * (29) Plan, implement and evaluate staff development activities of assigned personnel.
- * (30) Adhere to applicable safety standards.
- * (31) Follow attendance, punctuality and proper dress rules.
- * (32) Maintain confidentiality regarding school/workplace matters.
- * (33) Serve on school/district committees as required or appropriate.
- (34) Perform other duties as assigned.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

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TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 11

Adopted: 7/20/10

Revised: 5/19/15

Revised: 9/12/18 (Superintendent)

Revised: 6/22/21