



General Definition of Work

The Chief Financial Officer (CFO), under minimal supervision, performs senior level work with extensive decision-making discretion coordinating and directing the financial operations of the district in a manner that complies with all applicable laws and regulations and represents a high degree of efficiency, effectiveness, and transparency. This employee serves as a member of the Superintendent's Executive Cabinet to further the district toward fulfillment of its vision. The CFO performs advanced and supervisory work to carry out Board of Education policies and procedures related to finance under the direction of the Superintendent.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Salary/Status

Board Approved Salary Schedule/Full-time, 12 months

Reports To

Superintendent

Place of Work

The normal place of work is on the premises used by Rock Hill Schools. Rock Hill Schools reserves the right to require you to work at such other place(s) as it may reasonably require from time to time.

Essential Functions

- Adhere to all state, federal, and local laws, policies, and procedures
- Lead, manage, supervise, and evaluate assigned programs/staff in the district
- Manage the school district's financial affairs including budgeting, purchasing, accounting, payroll, accounts payable, audits, fixed assets, debt service, school nutrition, and treasury functions
- Confer with representatives of private firms, other governmental agencies, legal authorities, and the public regarding matters affecting district financial services
- Establish and maintain a payroll system that satisfies federal laws and regulations such as the Fair Labor Standards Act and the Internal Revenue Service Code
- Conduct pre-audits of all obligations to ensure budgeted appropriations and unencumbered balances are accurate
- Develop short/long-term budgets/amendments with concise explanation of needs/changes
- Select and maintain financial software for both centralized operations and individual schools to process transactions in accordance with applicable requirements
- Establish and maintain an internal audit program for the funds of individual schools
- Establish procedures to ensure compliance with financial laws, regulations, and requirements and to assure adherence to generally accepted accounting principles (GAAP) and standard business practices
- Establish and maintain a system of controls over cash receipts, deposits, disbursements, and investments in accordance with requirements of the Office of the State Treasurer, the Office of

the State Comptroller, Office of State Budget, the Local Government Fund, and the South Carolina Department of Education and in accordance with standard business practices

- Coordinate annual independent financial and compliance audits of all accounts
- Oversee and monitor the preparation of annual budgets for all funds operated by district
- Facilitate and implement multi-year financial planning for the operating budget and assist in preparation of multi-year facilities plans
- Ensure compliance with the Financial Accounting Handbook and account structures mandated for school district use by the State Department of Education
- Participate in, counsel and evaluate new projects, operational adjustments, and regulatory changes that have an impact on finance
- Collaboratively design strategies to assist principals to deepen their understanding of school finance and how school based financial planning can assist principals in effectively leading their schools.
- Complete local, state, or federal surveys and reports accurately and promptly
- Facilitate/participate in professional development workshops and leadership training
- Create an inclusive environment with positive communication/public relations
- Perform related work as assigned or required

Knowledge, Skills, Abilities

- Comprehensive in-depth knowledge and understanding of the principles, practices, and procedures of public school system financial policies
- Comprehensive knowledge of federal, state, and local regulatory requirements applicable to school system finances
- Knowledge of generally accepted accounting principles and principles of public administration, particularly as they relate to units of local government
- Knowledge of State statutes, policies, and regulations regarding financial transactions and of federal laws and rules impacting financial operations
- Skilled in technology with demonstrated ability to use spreadsheet software and word processing software
- Ability to use computer-based financial software packages to include experience with database search and retrieval both through query functions and typical web-based reporting in order to answer questions or to detect errors
- Ability to compile, analyze, and interpret data to make data-driven decisions and recommendations
- Ability to maintain professional and emotional control under stress
- Ability to reflect appropriate responses to situations, while maintaining a professional and personal demeanor
- Ability to learn and use specialized tools, equipment or software related to business needs
- Ability to develop and monitor a budget
- Ability to evaluate staff
- Ability to implement local, state, and federal rules, guidelines, and procedures into daily business operations
- Ability to communicate effectively
- Ability to reason, make judgments, and maintain effective working relationships
- Ability to employ positive communication skills in all settings/mediums
- Ability to problem-solve utilizing sound judgment

- Ability to maintain confidentiality regarding school system business
- Ability to take initiative, work independently, and exercise sound judgement
- Ability to develop related charts, graphs, reports, and records pertaining to school planning and strategy
- Ability to conceptualize, initiate, monitor, and evaluate new and/or current programs
- Demonstrated ability to perform detailed work, planning, risk assessments, and associated risk mitigation actions
- Demonstrated ability to work effectively in a deadline-driven, rapidly changing team environment

Education and Experience

- Bachelor's degree in Business Administration, Accounting or related area required
- CPA certification preferred
- Ability to obtain/hold/maintain a SC School Business Officer Certification required
- Extensive successful experience managing school district finances (Prefer Executive Leadership Exp.)
- History of clean audits
- Sustained high bond ratings (Aa1/AA or better)
- Evidence of cost savings or efficiency improvements without compromising program quality
- Evidence of collabulary leading or assisting in the planning, design, implementation, and monitoring of a major district improvement initiative.
- Demonstrated technical expertise in developing multi-year operating and capital budgets aligned with enrollment and staffing projections.

Special Requirements

- Possess and maintain a valid Driver's License or ability to provide own transportation
- Travel to school district buildings and professional meetings

Physical Requirements/Working Conditions

- Work requires the occasional exertion of up to ten pounds of force
- Work regularly requires exchange of accurate and detailed information through oral and written communication
- Ability to move to other work locations
- Visual acuity requires preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Work is generally in a moderately noisy location (e.g., business office, light traffic)
- Proven skill in delivering financial reports by simplifying intricate financial information into clear, practical recommendations that are easily understood by various audiences.
- Must be adaptable to performing under mild to high levels of stress
- Must be on-call as a regular part of the job

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a



comprehensive inventory of all duties, responsibilities, and qualifications required of employees in this job. Job description is sourced from employee interviews, internal documents, representative job descriptions in similar districts, and other state/federal agencies.

Rock Hill Schools provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.