



Red Oak Independent School District

Executive Director of Business Operations / Chief Financial Officer

Job Title: Executive Director of Business Operations / Chief Financial Officer

Wage/Hour Status: Exempt

Reports to: Superintendent

Pay Grade: AP-6 **Days:** 226

Dept: Administration

Date Revised: 12/2011

Primary Purpose:

Provide financial leadership and direction to the school district's Pre-K through 12 and Special Education campuses, and to the educational support services of the district

Qualifications:

Education/Certification:

Master's degree or equivalent training

Special Knowledge/Skills:

Skills in the identification, development, implementation, and assessment of all instructional programs

Skill in data management, disaggregation, and incorporation into school improvement efforts

Experience:

Five years of executive experience resulting in acquired skills in financial planning, organizing, and directing a major area of responsibility

Administrative office experience preferred

Major Responsibilities and Duties:

Fiscal Management

1. Keep the superintendent informed on the business affairs of the district.
2. Evaluate accounting procedures, systems, and controls in all district departments and recommend improvements in their design, implementation, and maintenance.
3. Maintain a continuous auditing program for all funds and assist the district's independent and internal auditors in conducting the annual or periodic audit.
4. Ensure that accounting systems comply with applicable laws and regulations including Financial Accounting Resources Guide.
5. Develop period cash flow analysis to aid in determining cash available for investment and payment of bills.
6. Maintain the district investment portfolio.



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7. Oversee preparation of monthly bank reconciliations for the operating, special revenue, debt service, construction, tax, cafeteria, and athletic accounts; review reconciliations of vendor and payroll clearing accounts.
8. Prepare and enter all budget adjustments, additions, and deletions.
9. Review and approve all purchase orders and check requests and maintain control of budget by verifying availability of funds.
10. Assist in the preparation of the budget and development of long- and short-range objectives for the business operations of the district.
11. Plan and conduct needs assessments for improvement of district business operations.
12. Work with district personnel to project student enrollments, staffing needs, building and facilities needs, energy needs, capital equipment needs, and other cost items for district and individual school improvement.
13. Administer the business office budget and ensure that programs are cost effective and funds are managed prudently.
14. Provide leadership to achieve cost-effective practices throughout the district.
15. Ensure that business operations support the district's goals and objectives.

Program Management:

16. Exercise general financial support and supervision over all education services including pre-Kindergarten – Grade 12 school services, student services, compensatory education and curriculum assessment.
17. Work as a team, both with the Superintendent and with members of the Superintendent's Executive Cabinet, to ensure the achievement of high standards
18. Work in conjunction with the Superintendent to establish linkages with the community
19. Direct and coordinate the development of budgets for all departments within area of responsibility and control expenditures within approved budget
20. Provide leadership for activities that directly affect students, staff, and patrons of the schools through administrative planning, training, and direction in order to coordinate and execute District strategic directions, goals, objectives, philosophy, and mission
21. Plan and conduct periodic meetings with District administrators to discuss developments that affect financial operations, policies, and programs
22. Analyze data regarding the district financial program and provide feedback to leadership team and schools regarding progress and needed target areas



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23. Meet with parents, civic, and community groups to explain and interpret matters relating to the financial programs and operations of the district
24. Communicate with internal and external customers by receiving input on programs and providing information

Planning Requirements:

25. Assist the Superintendent in working with School Board leadership in planning for School Board meetings and activities
26. Assist in district-wide planning for the development and implementation of District and School Board Strategic Plans and their implementation at the school level
27. Plan with the Superintendent and District leadership to ensure a District financial environment that treats students and adults fairly and with equity, that values and celebrates diversity among people of all cultures and abilities, and that does not tolerate racism, discrimination, harassment, and prejudice
28. Work with the District's Facilities Director and site-based building teams in the planning of new schools, school additions, and remodels

Policy, Reports, and Law

29. Implement policies established by federal and state law, State Board of Education rule, and local board policy in area of business operations.
30. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
31. Prepare and evaluate monthly financial statements and related budget reports.
32. Prepare and publish comprehensive annual financial report in compliance with Association of School Business Officer (ASBO) standards.
33. Develop semi-annual financial information for submission of data to TEA.
34. Prepare quarterly and final reports for all federal or grant funds.

Purchasing and Inventory

35. Maintain accurate and current computerized inventory records of the district's fixed and movable assets.
36. Supervise maintenance of a timely replacement cost-asset listing for insurance purposes.
37. Supervise the preparation of bids and bid specifications.
38. Receive and open bids; tabulate results and prepare written recommendations.



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Personnel Management

- 39. Prepare, review, and revise business department job descriptions.
- 40. Develop training options and/or improvement plans to ensure exemplary business operations.
- 41. Evaluate job performance of employees to ensure effectiveness.
- 42. Recruit, train, and supervise personnel and make sound recommendations relative to personnel placement, assignment, retention, discipline, and dismissal.

Soft Skills

- 43. Communication skills - excellent written, verbal, conflict management and interpersonal skills
- 44. Leadership skills - team player, problem solver, motivational skills, excellent planning and organizational skills, goal oriented, shows initiative and able to multi-task

Miscellaneous:

All other duties as assigned by the Superintendent

Supervisory Responsibilities:

Directors of organization areas assigned to this position

Working Conditions:

Maintain emotional control under stress. Frequent district-wide and occasional state-wide travel; occasional prolonged and irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee: _____ Date _____

Supervisor: _____ Date _____