

## **Killeen Independent School District Job Description**

**Job Title:** Chief Financial Officer  
**Reports To:** Deputy Superintendent  
**FLSA Status:** Exempt

### **SUMMARY**

Manages financial operations for the district to include payroll, cash management, all payable and receivable functions, general ledger accounting, the annual audit, preparation of the budget, administration of federal grants, impact aid, purchasing, warehouse, property management, logistics and school nutrition.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

#### Budget:

Analyzes records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments, and obligations incurred to project future revenues and expenses.

Stays informed on current legislation affecting funding and takes a proactive role in affecting future legislative outcomes.

Develops budget guidelines, coordinates preparation of the budget, and assists in review of the budget.

Prepares analyses of budget requests and program proposals.

Advises management on matters such as effective use of resources and assumptions underlying budget forecasts.

Interacts with personnel at all levels both within and outside of the organization on budget and resource allocation issues.

Ensures that federal grants are administered in a thorough and timely manner and that all federal and state financial compliance requirements are met.

Prepares a multiyear strategic plan for management and board review.

#### Investments and Cash Management:

Supervises the management of daily cash needs.

Supervises preparation of cash flow forecasts based on budgeted revenues and expenditures.

Serves as one of two district investment officers making investment decisions within the guidelines of the law and board policy.

Supervises the preparation of periodic investment reports for management and the board.

Analyzes investment performance on an ongoing basis and make policy recommendations on an annual basis.

Financial Operations:

Oversees the operation of the payroll, accounts payable/receivable, general ledger, treasury, purchasing, warehouse and property management.

Supervises the internal control system of the district.

Ensures that campus activity funds are expended and accounted for in compliance with district policies.

Ensures that the general revenue and appropriation ledgers are correctly maintained on an encumbrance basis.

Reporting and Auditing:

Prepares financial and regulatory reports required by TEA's Financial Accountability System Resource Guide and ensures compliance with the pronouncements of the Government Accounting Standards Board and Government Finance Officers Association. This includes overseeing the preparation of the Consolidated Annual Financial Report/audit.

Calculates the district's no-new-revenue and voter-approval tax rate in compliance with House Bill 3 and Senate Bill 2 of the 86th legislature.

Develops and maintains financial reports on actual revenue/expenditures for the Board of Trustees and district administrators.

Performs other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Manages staff in the payroll, accounts payable, treasury, general ledger, budget, purchasing, warehouse, property management, school nutrition and logistics. Is responsible for the overall direction, coordination, and evaluation of these sections. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE**

Master's degree preferred; Bachelor's degree in Business Administration, Accounting, or equivalent, and five years related experience required.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Certified Public Accountant and/or Certified School Business Official issued by the Texas Association of School Business Officials, and/or Certified Government Financial Manager issued by the Association of Government Accountants.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from vendors, regulatory agencies, or members of the community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to members of the board of trustees, administrators, principals, staff, and general public.

**MATHEMATICAL SKILLS**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS and ABILITIES**

Must be able to operate a computer. Must be proficient in business applications such as Microsoft Office (Excel, Outlook, Word, etc.).

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee must occasionally lift or carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires considerable close up work with computer video displays.

**WORK ENVIRONMENT**

While performing the duties of this job, the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Occasional district-wide travel to multiple campuses as assigned. The noise level in the work environment is usually quiet/moderate.

**Revised Date:** April 27, 2022

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