



Chief Financial Officer

POSITION SUMMARY

The Chief Financial Officer is a key member of the superintendent's leadership team and is responsible for leading the financial operations of the district. The CFO ensures fiscal integrity, efficiency, and alignment of the budget and financial planning with the district's educational goals and strategic initiatives. The CFO provides leadership in financial planning and forecasting, budgeting, accounting, procurement, and compliance with local, state, and federal regulations.

This position directly supports the superintendent and the leadership team in the effective execution of significant strategic and operational initiatives aligned with the district's vision. The position will lead a team to modernize the district's financial processes with a focus on and commitment to excellence in service delivery and continuous improvement. The Chief Financial Officer reports to the superintendent and works collaboratively as a member of the superintendent's leadership team.

Key Responsibilities:

Financial Leadership & Strategy

- Develop and implement long-range financial strategies aligned with district goals.
- Advise the Superintendent and School Board on financial planning, fiscal policies, and budgetary priorities.
- Communicate effectively with leaders, staff, the board and the community on fiscal matters of the district.
- Analyze financial data and provide forecasting and modeling.

Budgeting & Financial Planning

- Lead the preparation, presentation, and management of the district's annual budget.
- Monitor revenue and expenditure trends to ensure budget compliance and financial sustainability.

- Coordinate with departments to ensure budget alignment with instructional and operational goals.
- Forecast district budget

Accounting & Financial Reporting

- Oversee all accounting functions including accounts payable, receivable, payroll, and general ledger maintenance.
- Ensure timely and accurate financial reporting in accordance with Generally Accepted Accounting Principles (GAAP).
- Prepare and present financial reports to the Superintendent, School Board, and stakeholders.

Audit & Compliance

- Coordinate annual audits and respond to audit findings.
- Ensure compliance with all federal, state, and local laws and regulations regarding public school finance.
- Maintain internal controls and safeguard district assets.

Procurement & Contract Management

- Supervise purchasing and procurement activities, ensuring compliance with applicable regulations and district policies.
- Review and negotiate contracts for services, materials, and capital projects.
- Successfully negotiate agreements on behalf of the district.

Grants & Funding

- In coordination with the District Leadership Team, oversee management of state, federal, and private grants.
- Ensure appropriate use and accurate reporting of grant funds.
- Monitor changes in school finance legislation and the state school fund.

Leadership & Team Management

- Supervise finance department staff.
- Foster a culture of collaboration, accountability, and professional growth within the finance team.
- Foster a culture of openness and collaboration across all departments and between departments and schools
- Provide training and support to district leaders on budget management and fiscal responsibility.

General Leadership

- Communicate with confidence in front of staff, the board and the community.
- Find creative solutions to operational challenges on behalf of student achievement.
- Proactively pursue modernization of fiscal processes and leads change that will benefit the district

- Interpret and apply provisions of state statute and various regulatory agencies.
- Use program and project management techniques to effectively deliver results

SPECIAL KNOWLEDGE/SKILLS

- Skills to manage personnel and programs, communicate effectively, and problem solve
- Keep and maintain accurate records, meet deadlines
- Communicating effectively in English, both verbally and in writing (e.g. correct spelling, grammar and punctuation)
- Operating standard office equipment as well as computer programs and applications (e.g. email, system applications, word processing, database, spreadsheet, desktop publishing etc.)
- Ability to respond effectively to multiple conflicting priorities, continuously prioritizing and reprioritizing projects and situations and to respond to unexpected changes
- Has demonstrated ability to effectively utilize time and to accomplish tasks and has demonstrated ability to work independently without supervision as well as work effectively in a team setting

MINIMUM QUALIFICATIONS

- Earned Bachelor's degree in a field related to the job requirements
- Experience in finance management in complex organization(s) in the public or private sector as well as management experience
- Prior successful experience working directly with Boards of Directors or a legislative body
- In Depth knowledge of Generally Accepted Accounting Principles (and Generally Accepted Governmental Accounting Standards
- Knowledge of theory, principles, practices, and techniques of public administration including budgeting, financial planning and management, budget law, procurement law, and risk management processes
- Knowledge of school financing mechanisms and the fiscal requirements relating to federal education programs
- Works well with diverse populations of staff and community members. Strong communication skills including listening, collaboration and problem solving. Remains open to others' ideas in sometimes stressful interactions and contributes to building a positive work environment.
- Valid Driver's License and evidence of insurability, Criminal Justice Fingerprint Clearance.

PREFERRED QUALIFICATIONS

- Master's Degree in Business, Finance, Public Administration or a closely related field
- Significant experience managing in a public school district setting
- Certified Administrator of School Finance and Operations (SFO)

PHYSICAL REQUIREMENTS:

- Ability to:
 - Sit, stand or walk for prolonged periods of time
 - Talk and hear conversations
 - Use precise control of fingers and hand movement, often in a repetitive movement such as keyboarding
 - Reach for and handle objects
 - Use close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus
- Regularly focus on a computer screen
- Bending, stooping, kneeling and lifting up to 15-45 pounds may also be required on occasion

WORKPLACE EXPECTATIONS:

- Maintaining regular and punctual attendance. In case of an absence site and/or district protocol for reporting absences is followed
- Maintaining appropriate confidentiality regarding information relating to students, staff, and district operations
- Dress in a professional and appropriate manner for the assignment and the work setting
- Exercising prudent judgment
- Work independently in the performance of routine duties
- Follow all District policies and work procedures
- Utilize the District's electronics systems and applications only for purposes related to the position
- Participate in required meetings and trainings related to the position
- Cultivate and model a respectful working and learning environment

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Grants Pass School District recognizes the diversity and worth of all individuals and groups. It is the policy of this district and the board of education that there will be no discrimination or harassment of individuals or groups in any education programs, activities or employment. Grants Pass School District provides equal access to individuals with disabilities.