



## **2100.04: CHIEF FINANCIAL OFFICER**

**Reports to:** Superintendent of Schools

**General Summary:** Administers the District's non-education programs, including those that support the District's educational programs and services, under the general direction of the Superintendent and in accordance with Board policies and rules.

**Essential Functions:**

- I. Assists the Superintendent in directing the administration and coordination of the District's programs. (20%)**
- II. Evaluates, interprets and administers Board policies, rules, and programs related to business, facilities maintenance, food service, purchasing, distribution, and risk management. (10%)**
- III. Supervises the accounting manager, and support services general manager. (10%)**
- IV. Assists the Superintendent in the preparation of the budget and administers a budget control program. (10%)**
- V. Assists the work of principals and other administrative staff as directed by the Superintendent. (1%)**
- VI. Assists in determining the District's future facilities needs. (5%)**
- VII. Administers the contracted services for the supervision of the District's operations and maintenance program, and food service program. (10%)**
- VIII. Keeps informed of and interprets court decisions, regulations, statutes, legislative bills, rules and policies affecting his/her division. (10%)**
- IX. Assists with collective bargaining by serving on the District's negotiating team. (10%)**
- X. Attends board meetings and prepares such reports for the board as the Superintendent may request. (5%)**
- XI. Assists in the determination of types of programs needed by the schools and makes appropriate recommendations. (5%)**
- XII. Coordinates the employee photo ID system. (1%)**
- XIII. Assumes other responsibilities as delegated by the Superintendent. (3%)**

**Qualifications:**

- I. Education Level: A doctoral degree from an approved institution with a major in educational administration or juris doctorate is preferred.**
- II. Certification or Licensure: Appropriate Nebraska Administrative certificate, active license to practice law in the State of Nebraska, or Certified Public Accountant.**

**III. Experience desired:** Five years of successful experience in administration is preferred; three years is required.

**IV. Other requirements:** Experience, maturity and leadership abilities in all facets of school administration, the ability to supervise and evaluate the work of others, and the ability to evaluate and manage the non-educational function of the school district.

**Special Requirements:**

	Occasional 1 - 32%	Frequent 33 - 66%	Constant 67% +
1. Standing	x		
2. Walking		x	
3. Sitting		x	
4. Lifting 20 lb. max.	x		
5. Carrying 25 feet	x		
6. Pushing / Pulling	x		
7. Climbing / Balancing	x		
8. Stooping / Kneeling / Crouching / Crawling	x		
9. Reaching / Handling	x		
10. Speaking / Hearing		x	
11. Seeing / depth perception / color		x	

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and/or superintendent.

**Date of Adoption**

May 20, 1996

**Date of Revision**

September 21, 1998

January 22, 2001

April 4, 2005

November 6, 2006

January 19, 2015

April 3, 2017