

# JOB DESCRIPTION

**Job Title** Chief Financial Officer  
**Reports to** Superintendent  
**Dept/School** Business Services

**Job Title Code** 103070  
**Wage/Hour Status** Exempt  
**Pay Grade** 111  
**Date Revised** January 09, 2025

## Primary Purpose

Responsible for leading the budget development process, overseeing business operations and making decisions based on the district's financial stability. Assume primary managerial, administrative, and oversight responsibilities for the District's Business Office functions including Financial Services, Budget & External Financial Management, Procurement Services, Risk Management, Treasury Services and Food & Nutrition Services. Collaborate with all division chiefs to ensure the district's budget supports the attainment of the district's vision.

## Education/Certification

- Master's Degree in Business, or related field or Certified Public Accountant (CPA) Certification

## Special Knowledge/Skills

- Knowledge and understanding of all facets of public-school finance.
- Advanced technical knowledge of school finance, budgeting, accounting systems, and economics
- Ability to analyze and interpret data for reporting purposes and implement policy and procedures
- Working knowledge of the Texas Education Code, Texas Administrative Code, and State Board and federal rules and regulations governing school district operations
- Strong organizational, communication, and interpersonal skills
- Strong analytic, problem-solving, and planning skills
- Knowledge of strategic planning processes
- Knowledge in an urban school district

## Experience

- Ten (10) years' experience in financial management
- Five (5) years in a supervisory position

## Major Responsibilities and Duties

1. Ensure business operations of the district are supportive of the instructional goals and objectives of the district and campuses.
2. Inform the Superintendent on the business affairs of the district.
3. Provide effective leadership and management of district business operations and processes, to include Financial Services, Budget & External Financial Management, Treasury, Procurement, Food & Nutrition, and Risk Management.
4. Evaluate accounting processes, systems, and controls in the district departments and recommend improvement in design, implementation, and maintenance.
5. Coordinate audits by the Texas Education Agency and federal project auditors as well as the annual audit conducted by a certified public accounting firm, preparing and/or reviewing schedules and other accounting information as required.
6. Ensure accounting systems comply with applicable laws and regulations according to the Texas Education Agency and Financial Accountability System Resource Guide.
7. Compile and evaluate the district budget based on established current and long-term priorities for the allocation of the district's financial resources.
8. Oversee the investment program of the district in a manner that optimizes use of district funds.
9. Plan and conduct need assessments for improvement of District's business operations.

# JOB DESCRIPTION

10. Collaborate with District personnel to project student enrollment and maintain adequate staffing; assess building and facility needs, energy needs, capital replacement plans, to achieve objectives within budget.
11. Develop long-range fiscal sustainability plans in accordance with District goals and objective.
12. Develop and implement innovative approaches to improve overall effectiveness of the business services division.
13. Demonstrate a high level of independent, ethical, and professional conduct.
14. Collaborate in the development of long and short-range plans/programs and ensure District resources are effectively utilized.
15. Monitor fund balances of assigned programs, related financial activity, and ensure expenses are within budget limits and/or fiscal practices and maintained according to program.
16. Attend Board of Trustee Regular and Committee Meetings and prepare reports as requested by the Superintendent.
17. Facilitate communication with the District's Cabinet and Leadership Teams to ensure implementation of the district's vision and mission.
18. Perform other duties as assigned by supervisor.

## **Policy, Reports and Law**

19. Ensure compliance with federal, state, and local program mandates required of the district for assigned program areas.
20. Maintain current knowledge and understanding of Board policies and administrative regulations.
21. Implement policies established by federal and state law, and local Board policy in support operations.
22. Recommend to the Superintendent specific policies, procedures, plans, and programs for attaining operating objectives, and assist in resolving major problems.

## **Personnel Management**

23. Promote an organizational climate that results in positive staff morale, transparency, and achievement of the mission of the district.
24. Supervise assigned personnel, conducts performance appraisals, and makes recommendations for appropriate employment action.
25. Ensure that staff members are well informed on district matters, as well as department policies.
26. Support professional growth and development for staff.
27. Anticipate, manage, and resolve conflict effectively by employing effective interpersonal skills.

## **Communication and Community Relations**

28. Provide optimal customer service to students, employees, parents, community members and any other stakeholders of the district.
29. Foster positive relationships with other departments/divisions to facilitate achievement of the district's mission.
30. Demonstrate a high level of professional and personal integrity, a collaborative leadership style, and high ethical standards.
31. Communicate with the Board in accordance with guidelines established by the Superintendent
32. Identify community needs affecting the education of students in the process of staffing schools and programs.
33. Promote appropriate use of assigned programs to further the education of students through collaborative and effective use of school policy.

## **Professional Growth**

34. Improve leadership skills through professional development activities and impart knowledge with other professionals.
35. Keep abreast of current financial trends and development related to business office programs and processes
36. Participate in professional development activities on a continuing basis.

# JOB DESCRIPTION

**Supervisory Responsibilities**

Supervise assigned personnel

**Physical and Mental Job Requirements****Mental Demands/Physical Demands/Environmental Factors**

- Maintain emotional control under stress, frequent districtwide travel, frequent prolonged working hours.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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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.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.