

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

DEPUTY CHIEF FINANCIAL OFFICER

SALARY SCHEDULE: ADMINISTRATIVE – A

COST CENTER: BUDGET DEPARTMENT (9028)

QUALIFICATIONS:

- (1) Master's Degree in Business or Public Administration, Finance, Accounting or other finance-related field from an accredited educational institution OR Bachelor's Degree in Business or Public Administration, Finance, Accounting or other finance-related field from an accredited educational institution supplemented with ten (10) years of directly-related professional experience.
- (2) Minimum of five (5) years successful experience in governmental budgeting
- (3) Minimum three (3) years of supervisory experience

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of public sector multi-fund budget and finance procedures and practices. Knowledge of all laws, regulations and policies governing the use of and accountability of public funds. Working understanding of capital outlay funds, construction and facilities maintenance. Ability to communicate effectively, both orally and in writing. Positive interpersonal skills. Ability to organize, prioritize and delegate functions. Technology expertise. Ability to align organizational mission with financial resources.

Knowledge of governmental accounting standards, Florida school law and State Board of Education regulations.

REPORTS TO:

Chief Financial Officer

JOB GOAL

To provide effective leadership, direction and oversight in developing, coordinating and maintaining fiscal and administrative services to facilitate successful educational programs.

SUPERVISES:

Accountants

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate and manage the financial planning for the District.
- * (2) Coordinate and direct the budget control function.
- * (3) Assist in the preparation for and conduct of collective bargaining and the administration of negotiated contracts.
- * (4) Respond to individual auditor concerns and questions and coordinate the District's formal response to audits.
- * (5) Supervise the preparation of financial reporting.
- * (6) Provide funding advice for Capital Improvement and Debt Service programs.
- * (7) Provide coordination of activities between units within the department and assist supervisor in coordinating activities between departments.
- * (8) Advise and assist supervisor and other staff members on budgets, accounting policies and interpret / apply said policies to the various financial functions.
- * (9) Assist in the interpretation of programs, philosophy and policies of the District to staff, students and the community.
- * (10) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- * (11) Respond to inquiries and concerns in a timely manner.

DEPUTY CHIEF FINANCIAL OFFICER (continued)

- * (12) Keep the Chief Financial Officer informed, through proper channels, of potential problems or unusual events.
- * (13) Work closely with District and school staffs to support school improvement initiatives and processes.
- * (14) Disseminate information and current research to appropriate personnel.
- * (15) Keep well informed about current trends and best practices in areas of responsibility.
- * (16) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (17) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (18) Promote and support professional growth for self and others.
- * (19) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- * (20) Maintain a network of peer contacts through professional organizations.
- * (21) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- * (22) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (23) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (24) Serve on District, state or community councils or committees as assigned or appropriate.
- * (25) Represent, consistently, the District in a positive and professional manner.
- * (26) Provide leadership and direction for the assigned areas of responsibility.
- * (27) Provide leadership and guidance in the development of annual goals and objectives for assigned department or programs.
- * (28) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (29) Assist in implementing the District's goals and strategic commitments.
- * (30) Exercise proactive leadership in promoting the vision and mission of the District.
- * (31) Set high standards and expectations for self and others.
- * (32) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (33) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (34) Facilitate problem solving by individuals or groups.
- (35) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (36) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

DEPUTY CHIEF FINANCIAL OFFICER (continued)

Job Description Supplement No. 11

*Essential Performance Responsibilities