

CLARK COUNTY SCHOOL DISTRICT

Human Resources Division

CHIEF FINANCIAL OFFICER

Reference Code: A020

Division: Operations Support Unit

Classification: Administrator

Terms of Employment: Range 50 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position serves as the Chief Financial Officer, Operations Support Unit, of the Clark County School District. This position is responsible for leading, managing, and supervising the functions in the divisions/departments of Business Services, Demographics, Zoning and GIS, Employee-Management Relations, Facilities, Facilities and Bond Financial Fund Management, Finance, Food Services, Real Property Management, Technology, Transportation, and Vegas PBS. This position is directly responsible to the Superintendent of Schools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Plan, organize, lead, direct, evaluate, and coordinate a variety of programs, projects, and activities related to District financial functions including budget, accounting, external audits, payroll services, attendance accounting, program accounting, and accounts payable.
2. Implement programs to assure the financial stability of the District and approve financial plans and budgets.
3. Direct and review the administration of financial activities via appropriate administrators and staff, focusing upon strategies for directing more of the District's resources to support the work in the schools and in the classroom.
4. Formulate financial analyses and provide financial data as required for District labor negotiations. Assist in preparing and/or presenting the District's position in collective bargaining negotiations.
5. Direct the District's investment and cash management programs; serve as the primary liaison with Clark County and the Nevada Department of Education as related to the District's investments and functions as the custodian of a variety of trust funds.
6. Preparation, administration, and control of the annual general fund budget and all special fund budgets and preparation of all student enrollment and attendance reports required by the state.
7. Provide technical expertise regarding assigned functions; formulate and develop policies and procedures.
8. Develop and implement long- and short-term plans and activities for assigned areas and the District.
9. Oversee the management of assigned support and operational functions to ensure that planning methodologies, organizational structures, and accountability measures are in place to give stakeholders the best service possible within the resources available.
10. Oversee the management of the Facilities Division, including school capital programs, to ensure that planning methodologies, organizational structures, resources (including bond elections), and accountability measures are in place so that all new schools and rehabilitation projects are completed on time and within budget.
11. Communicate with other administrators, District personnel, and contractors to coordinate activities and programs, resolve issues and conflicts, and exchange information.
12. Assist school-site staff in budget development and administration, including maintenance of financial, position controls, and functional supervision over financial management of student body activities in all schools.
13. Establish and maintain internal control.
14. Develop and prepare the annual budget for risk management functions of the District; monitor and authorize expenditures in accordance with established guidelines.
15. Analyze the District's claim, loss, and accident history and identify methods to eliminate or minimize risks and possible losses.
16. Direct the management information system as it pertains to the financial, encumbering, accounting, payroll, and budgeting functions of the District.
17. Centralize accounting for expenditures and property, expenditure forecasting, cash-flow management, investment of surplus funds, maintenance of official accounting records, and related functions.
18. Ensure the payment of and accounting for salary disbursements.

19. Consult with and advise administrators regarding legal and procedural requirements of the District's financial management.
20. Perform other duties related to the position, as assigned.

POSITION REQUIREMENTS:

Education and Training:

An earned master's degree or master's of business administration (MBA) or certified public accountant (CPA) from an accredited college or university.

Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Ten (10) or more years of experience in finance and operations.
2. Municipal and educational experience.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.