

Lawrence Public Schools Job Description Chief Financial Officer

Position Title: Chief Financial Officer

Location/Dept: Central Office

Qualifications:

Skills & Competencies:skills
Strong quantitative and analytical
Strong communications and presentation skills
Proficiency in working with ERP financial/human resources systems
Proficiency in Microsoft Excel, Word, PowerPoint
Skilled at leading and participating in cross-functional teams
Maintain integrity of confidential information

Education & Experience Requirements:
Bachelor's degree, Master's degree in Business Administration or Public Policy preferred
3-5 years' experience in public sector budgeting and finance preferred
Experience in urban school districts preferred
Proficient in English
Bilingual preferred

Reports To: Superintendent or his/her designee

Job Goal: Lawrence Public Schools seeks a Chief Financial Officer (CFO) who will be responsible for the LPS Finance Division, including creating multi-year financial plans; ensuring that all schools have equitable access to available resources; providing insightful, accurate and timely financial analysis that supports policy formulation and decision making; maintaining controls to ensure that spending meets appropriate legal requirements and that funds are used thoughtfully, responsibly, effectively, and ethically; and offering high levels of customer support.
The CFO plans, organizes, assigns, directs and reviews the financial services functions of Lawrence Public Schools.

Performance Responsibilities:

Responsibilities:

- *Develop of a multi-year all funds budget that provides a framework for prioritizing resources and is sensitive to enrollment changes, collective bargaining, grants, and state aid
- *Develop of a school-based per pupil resource allocation methodology that provides an equitable distribution of resources to all schools, differentiates based on programmatic needs and incorporates characteristics of effective funding systems

- *Management of the annual budget development process, including developing a work plan with key deliverables and developing options to ensure district priorities are aligned with available resources, coordinating with the Superintendent's leadership team and City of Lawrence financial team, supporting the public process with School Committee and City Council, providing in depth support to schools during their planning process, and analyze programs and policies to ensure the effective use of resources
- *Coordinate closely with the Director of Budget & Finance and his/her staff to ensure continuity in the work
- *Conduct an on-going review and development of financial policies and procedures
- *Develop and support of on-going training programs for principals, department heads and support staff
- *Develop and implementation of an effective program for periodic monitoring and control of school and department budgets and spending
- *Support the implementation of MUNIS ERP financial/human resources systems
- *Leverage technology to provide greater efficiencies in budget management and customer service, including eliminating paper-driven processes and shadow systems
- *Directs and reviews the administration of financial activities involving the preparation, administration, and control of the annual budget and all special fund budgets.
- *Directs and reviews the administration of financial activities pertaining to the budget development and administration, including maintenance of financial and position records and controls and functional supervision over financial management of student body activities in all schools.
- *Maintain integrity of confidential information relating to students, staff, or district patrons.
- *Directs and coordinates the timely and accurate development of District wide operating and capital budgets, the expenditure and auditing of all funds, and preparation of financial statements.
- *Directs and coordinates the development of budgets for all departments within areas of responsibility and controls expenditures within approved budgets.
- *Provides information regarding business services to District supervisors.
- *Provides direction and guidance to key subordinates in assessing the District needs for business support services and in the development, implementation, and control of plans and programs to meet them.
- *Provides guidance and leadership to directors, department coordinators, principals and staff in assigned areas of responsibility, and consults and coordinates with other departments to ensure cooperative program delivery.
- *Works to promote the establishment and maintenance of a partnership between educational programs and business services.
- *Coordinates District programs with other districts; local, State, and Federal agencies, and groups involved in assigned areas of responsibility.
- *Prepares and communicates necessary plans and reports to the Superintendent, Board, and other administrators.
- *Evaluates program effectiveness and appraises staff performance, as appropriate.
- *Interviews, selects, recommend hiring and termination of key business services employees, and evaluates performance.
- *Coordinates investments, banking, auditing, and bond counsel with private contractors or agents.
- *Acts as District's contract agent; reviews and signs all contracts, leases, sales, etc.
- *Participates in evaluating and acquiring District properties and in developing new facilities.

- *Advises the Superintendent and provides consultant service to staff on all matters related to business services.
- *Assists with collective bargaining relative to cost analyses and funding.
- *Directs and supervises auditing of all funds, including special and student body funds.
- *Establishes and directs the maintenance of an accounting system consistent with State and Federal Laws, regulations, rules and District Policy.
- *Optimizes interest earnings on District funds; provide analyses and forecasts of resources and expenditures.
- *Plans and direct bond issuance and debt management.
- *Attends assigned staff meetings; prepare informative reports and participate with other executive staff in organized planning.
- *Assures a system of effective financial reporting by directing the preparation of regular financial reports to the Superintendent.
- *Contributes to positive community relations by working closely with the citizens' budget committee and other community groups, as well as, assisting the Communications Director with resolution of finance related public inquiries and concerns.
- *Performs such other related duties as may be requested by the Superintendent.

Work Year:	230 Days
Salary:	As determined by the Superintendent
Other:	
Benefits	In accordance with the School Committee policy for exempt employees
Evaluation:	