



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Chief Business and Finance Officer

Board Approved: March 17, 2009

Position Level:
Administrative Salary Schedule

FLSA Status: Exempt

Reports to: Superintendent

May be assigned as:
12-month

GENERAL DESCRIPTION

To plan for, monitor, and supervise the recording and reporting of all District financial operations.

KEY RESPONSIBILITIES

To monitor the legislative process to determine its financial impact on the District.

To provide financial information to the legislative delegation and district lobbyists in order to influence legislation that is favorable to the District.

To supervise the operating budget process to ensure that scarce resources are equitable and appropriately allocated to achieve the goals for the Board and Superintendent.

To develop and supervise the financial component of the District's long term capital plan.

To facilitate analyses as needed by the Board, Superintendent or others.

To provide advise to the Board and Superintendent regarding financial matters.

To monitor overall District operations in order to maintain a positive financial condition.

To oversee the financial reporting and cash management process.

To supervise District debt issues to ensure legal compliance and least overall costs.

To oversee the risk and benefits management functions.

To provide training and presentation to various groups including staff, SAC's parents, chambers of commerce, government entities and professional associations.

Perform other duties as assigned by the Supervisor.

CLASS SPECIFICATION

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| Position Title: Chief Business and Finance Officer | Reports to: Superintendent | Position Level: Administrative Salary Schedule |
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| KEY JOB REQUIREMENTS | |
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| <i>Formal Education:</i> | Master's Degree required with a major in Accounting, Business Administration or a Bachelor's Degree with a CPA Certificate. |
| <i>Work Experience:</i> | Minimum of seven (7) years accounting and budget coordination experience (governmental accounting preferred). Five (5) of these years must be in a supervisory/administrative role. |
| <i>Impact of Actions:</i> | The work involves leadership which routinely affects multiple facilities/schools of the School District of Osceola County in a demonstrable way. |
| <i>Complexity:</i> | Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedure, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems. |
| <i>Decision-Making:</i> | Multifaceted: Supervision is available on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with District-wide policies. Decisions may have long-term impact on the School District. |
| <i>Communications:</i> | Requires regular contact with internal and external persons of importance and influence. Involving considerable tact, discretion and persuasion in gaining the cooperation of others. Requires the handling of delicate relationships and complex situations. |
| <i>Managerial Skills:</i> | Responsible for supervising multiple departments, and entire facility/school with full responsibility for effective operation and results. |
| <i>Planning:</i> | One to three years: Formal plans that exceed one year, but not three years beyond normal operational planning. |
| <i>Job-Related Knowledge and Skills:</i> | Multiple Professional Skills/External Expert: Requires extensive knowledge in several professional disciplines and/or singular knowledge of a specialized advanced discipline. Has extensive ability to integrate information from many diverse areas. Requires extensive theoretical or highest level of organizational, medical and/or business knowledge to manage a major segment of the School District. Recognized expert in the field and consultative resource by others outside the School District. |
| <i>Working Conditions/ Physical Effort:</i> | Work requires only minor physical exertion and/or physical strain. Work environment involves infrequent exposure to disagreeable elements. |

The above statements 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 and duties required of those in this classification.