

CITY SCHOOL DISTRICT - ROCHESTER, NEW YORK
JOB POSITION DESCRIPTION

Chief Financial Officer (CFO)	2022
Position Title (Superintendent’s Employee Group-SEG)	Date
Central Office	Superintendent
Location	Reports To

FUNCTIONAL DESCRIPTION OF UNIT: The Rochester City School District is one of the 5 largest school Districts in New York State, employing approximately 6,000 staff members and serving approximately 23,400 students, with over 50 schools and special centers, as well as 14 Charter schools. The Chief Financial Officer (CFO) position of the Rochester City School District provides leadership, direction and supervision of all financial operations of the District. CFO is responsible for advising the Superintendent and School Board on financial and budget matters of the district. Responsibilities must be performed in accordance with established policies and procedures, as well as recognized accounting and financial principles.

ESSENTIAL RESPONSIBILITIES:

General

- Assists in performing all tasks required to achieve the District’s mission.
- Trains and develops the financial unit staff to employ best financial practices.
- Works with the DSA to implement the RCSD Strategic Plan by fostering professional relationships at the city, state, and national level.
- Ensures adequate controls and documentation are in place which guarantee that District procurements are compliant with government auditing standards.
- Produces and manages the District’s annual budget to support the Superintendent’s key academic initiatives. This includes: interpreting legislative and programmatic guidance, ensuring all governmental regulations and requirements are distributed to staff, and monitoring compliance.
- Safeguards all District financial assets by enforcing and promoting an effective framework of internal controls.
- Acts as the Superintendent’s representative at District Finance Committee meetings.
- Monitors banking activities of the organization.
- Manages cash flow to meet organizational needs.

Fiscal Management

- Establishes, implements and monitors internal budgetary and accounting procedures and records which: maintain transparency, conform to District, State and Federal policies and requirements, and incorporate encumbrance accounting.

- Maximizes revenue through the oversight of various functional areas and assigned staff responsible for revenue generating processes and activities.
- Supervises the maintenance of grant expenditures and accounting that meets the compliance and reporting requirements of all funding agencies.
- Authorizes fund transfers necessary to cover unanticipated expenditures in accordance with Board Policies and legal restrictions.
- Develops and supervises the maintenance and control of property classification and inventory systems for fixed assets and supplies.

Reporting

- Supervises preparation and transmits periodic financial reports to appropriate federal and state authorities.
- Prepares a variety of special reports on District operations at the request of the Board, Superintendent, and state and federal agencies.
- Supervises the preparation of reliable monthly financial reports and communicates any relevant information contained therein to the Board.
- Directs studies of financial transactions to prepare cost analysis reports for the Board.

Financial Planning

- Prepares long and short-term budgets and financial plans for use by administrators and Board to consider educational needs, population projections, development plans, staffing needs, and revenue projections.
- Supervises preparation and reviews monthly cash flow statement to aid in determining cash available for investment and/or borrowing needs.
- Coordinates with the City of Rochester to determine sources for current temporary borrowing and employs competitive bidding to obtain best interest rates based on repayment conditions and potential for reinvestment of borrowed funds.
- Coordinates with the City of Rochester to determine best available investment instruments and obtains quotations on interest rates considering investment amount, time of investment, and prevailing interest rates.
- Coordinates with the City of Rochester to establish annual calendar of payments on loans to assure availability of funds to meet debt service requirements.
- Coordinates with the City of Rochester to develop plans for long-term borrowings by use of capital notes and/or serial bonds including the preparation of repayment schedules, development of data for bond sale prospectus, and arranging for sale of bonds in cooperation with bond consultants.
- Oversees the fiscal, statistical, and business management information in support of State and Federal grant applications for District projects.
- Upon notification of an actual or potential change in resources or appropriations, evaluates the current or planned activities of the District, and on the basis of this evaluation recommends to the DSA and Superintendent those particular budget reductions or additions for consideration.
- Communicates financial budget allocations to department heads to inform them of available funds, monitors that these department heads are adhering to the spending limits and budgetary constraints set forth, and identifies and recommends any necessary corrective actions to the Superintendent.
- Prepares legal notice for publication of changes in the adopted budget from the proposed budget.

Insurance Management

- Coordinates with Legal Counsel to develop the District's risk management program on the basis of evaluation of exposures and makes recommendations to the Board.
- Reports in writing on liability, real and personal property and other material covered losses to carrier and to Board.
- Obtains professional advice, if needed, in the analysis of premium quotations as basis for making placement recommendations.
- Coordinates with Legal Counsel to periodically audit insurance coverage against inventories, appraisals, liabilities, and replacement cost.
- Collaborates with Legal Counsel and Benefits Department to establish an insurance program calendar to assure timely review, renewal, revision, or cancellation.

Supervision

- Provides management and oversight of the Finance Business Unit, which includes Accounting, Accounts Payable, Budget, Grants Management, Procurement, Payroll, and Revenue Recognition Departments for the District.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of budgetary procedures and accounting methods; comprehensive knowledge of the techniques of monitoring expenditure of funds; comprehensive knowledge of the techniques of solving financial problems; comprehensive knowledge of debt and investment management; thorough knowledge of business administration procedures; thorough knowledge of the principles of cost analysis; general knowledge of payroll operations and purchasing and inventory practices; ability to plan and coordinate the work of others; ability to identify and anticipate financial problems and needs; ability to readily acquire familiarity with laws, regulations and policies; ability to identify and set priorities; ability to verbally explain and defend budgets; ability to interpret financial reports; ability in communicating effectively both orally and in writing; ability to deal effectively in human and public relations; ability to supervise effectively; skill in organizing and consolidating narrative and tabular information into a clear, logical, fiscal plan; good judgment; thoroughness; dependability; other duties as defined by the Superintendent.

EDUCATION, EXPERIENCE AND CERTIFICATION:

- Master's degree from an accredited institution of higher education required. Graduate or undergraduate degree in Accounting, Finance, Business or Public Administration or related field required.
- CPA Certification preferred
- Candidates should have experience in budget preparation and monitoring, including knowledge of Federal and State grant-related guidelines and reporting requirements.
- Minimum of eight (8) years of experience in Public Sector management, to include accounting and budget coordination experience with responsibilities related to the financial/business operations of a school district or comparable experiences with operating budgets in excess of \$200 million annually, with a minimum of three (3) years in a supervisory or administrative role.
- Candidates must possess, and have demonstrated strong leadership, organizational and communication skills, both written and oral.