



ASSISTANT SUPERINTENDENT/ CHIEF FINANCIAL OFFICER

Job Overview

The job of Assistant Superintendent of Finance was established for the purpose(s) of directing business programs (purchasing) and financial services (payroll, internal audit, general ledger); providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to the Superintendent.

Job Functions

- Analyzes a variety of financial information (e.g. revenues, expenditures, cash management, cost projections, real estate, insurance, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations are within budget.
- Assists a variety of external agency personnel (e.g. auditors, grant representatives, regulatory agency staff, etc.) for the purpose of providing information, general support, and risk assessment of district operations.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, public officials, community members, vendors, etc.) for the purpose of implementing and/or maintaining services and programs.
- Compiles data from a wide variety of sources (e.g. staff, public agencies, school districts, etc.) for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Conducts internal audits (e.g. general and special funds, etc.) for the purpose of ensuring program operations are within budget and in accordance with fiscal practices.
- Directs department operations, the maintenance of services and the implementation of new programs and/or processes for the purpose of achieving organizational objectives and ensuring compliance with legal, financial and district requirements within established timeframes.
- Facilitates meetings, workshops, seminars, etc. (e.g. financial procedures, regulatory requirements, community or outside agencies, interdepartmental needs, etc.) for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Maintains a variety of manual and electronic fiscal information, files and records (e.g. accounts payable, accounts receivable, student activities, contracts, etc.) for the purpose of providing an up-to-date reference and audit trail.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.



- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Prepares a wide variety of materials (e.g. annual budgets, financial statements, reports for the Auditors, Board, Superintendent, County Commission, department administrators, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, and/or providing supporting materials for requested actions.
- Prepares GASB financial statements and footnotes for the purpose of showing compliance to the auditors.
- Presents information (e.g. budget overviews, accounting processes, distribution formulas, etc.) for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Researches financial topics and related legal issues (e.g. discrepancies, current legislative trends, etc.) for the purpose of evaluating compliance requirements and potential implications on district operations.
- Responds to a wide variety of inquiries of staff, district personnel, other professional organizations, etc. (e.g. accounting guidelines, expenditure status, grant guidelines, etc.) for the purpose of resolving problems, providing information and/or referring to appropriate personnel.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Working Environment

This job is performed in a generally clean and healthy environment.

Generally, the job requires 60% sitting, 20% walking, and 20% standing and attendance at several nightly meetings.

Physical Requirements: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity.

Qualifications

Minimum experience: 10 years job related experience within specialized field with increasing levels of responsibility, with 10 years government experience related to accounting function preferred; school experience a plus.

Minimum education: Bachelor's degree in accounting;

The ideal candidate will have the following education, experience, skills, knowledge, abilities and/or competencies:

- Prior leadership experience in educational support operations or government accounting.
- Ability to make challenging decisions, remain professional under stress and possess exceptional judgment.



- Ability to lead diverse groups and individuals; perform training to small and large groups of individuals; maintain confidentiality; set priorities and meet deadlines; work with frequent interruptions; work with detailed information/data; and adapt to changing work priorities.
- Knowledge of pertinent laws, codes, policies, and/or county, state and/or federal regulations; GASB standards; personnel processes; program planning and development; school budgeting, policies, and audit procedures; and principles of public and fund accounting and budgeting.

Required Testing: None Specified

Continuing Education/Training: None Specified

Required Certificates and/or Licenses: CPA, CFE, CIA, CGFM Certifications Preferred

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA Status: Exempt

Employee Type: Classified

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