



Queen Creek Unified School District

20217 E. Chandler Heights Rd., Queen Creek, Arizona 85142

Phone (480) 987-5935 Fax (480) 987-9714

JOB TITLE: Chief Financial Officer

JOB GOAL:

1. To build a balanced expenditure budget, revise and update the expenditure budget that is in compliance with all Arizona Revised Statutes.
2. To administer the business affairs of the District in such a manner as to provide the best possible educational services with the financial resources available.
3. To determine and obtain all revenues legally authorized to the district from all sources, local, state, and federal.
4. To ensure the timely and accurate submission of the AFR and CAFR while maximizing critical efficiencies to ensure clean audits on an annual basis.
5. To identify and implement methods to reduce excess costs and derive maximum benefits for each pupil in the District from the expenditure of each resource dollar
6. To ascertain and implement methods to streamline and economize the business activities of the District

QUALIFICATIONS:

- BA/BS Degree in Accounting or Related Field
- Certified Public Accountant (CPA) preferred
- Knowledge of federal and Arizona state laws related to school business practice and school funding
- Three or more years of successful budgetary management in a large organization.

PERFORMANCE RESPONSIBILITIES:

Responsibilities shall include, but not be limited to, the following:

1. Prepares and monitors the District's Annual Budget, CAFR, AFR, and other statutory budgeting reports and requirements.
2. Responsible for all Arizona Department of Education financial reporting and reconciliation requirements. (i.e., proposed and adopted expenditure budgets and all revisions, revenue budget, and annual financial report).
3. Maintains the accounting system for the district.
4. Administers the finance and accounting systems in conformity with the practices and procedures of the Governing Board and in accordance with generally accepted accounting principles, U.S.F.R. and Arizona Revised Statutes.
5. Maintains effective relations with Arizona Department of Education, Auditor General, Maricopa County Treasurer's office, Maricopa County Education Services Agency, and external auditors.
6. Maintains effective relations with school and department administrators and meets regularly with them to review site budgets, budget balances and cash balances.

7. Maintains membership in professional organizations such as Arizona Association of School Business Officials in order to stay abreast of proposed legislative changes in school finance and their impact on Queen Creek
8. Supervise and evaluate clerical and supervisory employees in Accounting, Finance, Payroll, Purchasing, and Student Activities and Directors of Business and Child Nutrition
9. Provides district administration, staff, and the Governing Board with detailed financial reporting and budgeting information.
10. Maintains effective communications with District staff and the community, meeting with various constituent groups as needed to receive or convey information.
11. Continuously observes, reviews and evaluates the various financial services department functions and methods and offers suggestions for improvement to the Associate Superintendent.
12. Assists the Associate Superintendent on bond sales, issues and preparation of the POS and related documents for each issue.
13. Prepares, as necessary, information for voter information pamphlets for override, capital outlay override and bond elections.
14. Attends as a representative of the district the benefits provider(s) meetings and communications issues and concerns to the Superintendent and Cabinet as necessary.
15. Provides oversight of monthly reconciliation for grants management.
16. Provides oversight of electronic timekeeping system.
17. Supervises directly, develops, establishes, and refines the general programs for the departments of business office, warehouse/fixed assets and child nutrition.
18. Supervises departmental staff, performs evaluations and recognizes exceptional efforts of the staff. Develops an individual program of improvement for each member of his/her staff as needed, including but not limited to:
 - a. Citation of areas which require improvement.
 - b. Develops a program of improvement individualized to encourage growth to maximum potential for each staff member.
 - c. Follow-up program to assess progression toward cited individual goals.
19. Directly assists in the long-range planning for financial resources and facilities to meet the District's requirements.
20. Arranges for the internal auditing of school accounts and reconciles all bank accounts maintained by the Board.
21. Contracts for the annual audit of accounts subject to the Single Audit Act of 1984 and is responsible for the accuracy of data and the completeness of the report.
22. Acts as payroll officer for the district.
23. Ensures accurate and timely submission of all payroll related documents and payments to federal agencies such as the Internal Revenue Service and the Social Security Administration.
24. Monitors all purchase requisitions to determine accuracy of information, price extensions, coding information, and so on.
25. Assures that the food service department has the staff and funding available to provide quality meals for district students and runs an efficient operation.
26. Reviews and approves injury report/claims with State Compensation Fund and manages the district's insurance programs.
27. Receives and maintains insurance policies secured by contractors, and verifies appropriate coverage for public liability, property damage, fire and worker's compensation.
28. Reviews and approves all expense vouchers and payroll vouchers for payment.
29. Reviews attendance reports and transmits total reports to the Department of Education.
30. Performs all other duties as assigned.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit and talk or hear. The employee is frequently required to use hands and arms, stand, bend or stoop. The employee is frequently required to move about the campus. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to wet and/or humid conditions, outside weather conditions and extreme heat or cold. The noise level in the work environment is usually moderate.

TERM OF EMPLOYMENT: 12 Month

COMPENSATION: Per District Administrative Salary Schedule

BENEFITS: As per District policy

REPORTS TO: Associate Superintendent of Business and Operations

EVALUATION: Per District Policy

HOURS: 40 hours per week and may require longer hours

CLASSIFICATION: Non-exempt

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

***Notice of Nondiscrimination** Queen Creek Unified School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, age or sexual orientation in admission and access to its programs, services, activities, or in any aspect of their operations and provides equal access to the Boy Scouts and other designated youth groups. Queen Creek Unified School District also does not discriminate in its hiring or employment practices. The following employees have been designated to handle inquiries regarding the nondiscrimination policies: Compliance Officer for Title IX, Assistant Superintendent of Support Services, 20217 E. Chandler Heights Rd., Queen Creek, AZ 85142, Phone 480-987-7418 and Compliance Officer for Section 504/ADA, Director of Special Education, 20217 E. Chandler Heights Rd., Queen Creek, AZ 85142, Phone 480-987-5990.*

El Distrito Escolar Unificado de Queen Creek no discrimina en base a su raza, color, religión, origen nacional, sexo, discapacidad, edad, o la orientación sexual para la admisión y su acceso a sus programas, servicios, actividades, o en cualquier aspecto de sus operaciones y proporciona un acceso igualitario a los Boys Scouts y otro grupos de jóvenes designados. El Distrito Escolar Unificado de Queen Creek tampoco discrimina en sus prácticas de empleo y contratación. Los siguientes empleados han sido designados para manejar las preguntas en cuanto a las pólizas de no discriminación: Funcionario de Cumplimiento de Título IX, Asistente del Superintendente de Servicios Auxiliares, 20217 E. Chandler Heights Rd., Queen Creek, AZ 85142, Phone 480-987-7418 and Funcionario de Cumplimiento para la Sección 504/ADA, Director de Educación Especial, 20217 E. Chandler Heights Rd., Queen Creek, AZ 85142, Phone 480-987-5990.