



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Chief Finance Officer**  
 Job Family: **Cabinet**  
 Prepared/Revised Date: **September 9, 2024**

FLSA Status: **Exempt**  
 Pay Range: **Schedule F-Grade A**  
 Job Code: **10216**  
 Days: **260**

**SUMMARY:** Oversee the operations of the District’s Finance, Information Technology, and Operations departments. Oversee and provide leadership to the Finance division and its activities including accounting, financial reporting, financial assistance, budget, partnership and grants administration, systems support and project management, payroll, strategic sourcing, internal audit, and contracting. Oversee and provide leadership to the Operations division and its activities, which include the work done in the Facilities, Transportation, Child Nutrition, Custodial, Planning, Construction, Safety and Security, and Outdoor Services departments. Advise and support the Superintendent, Board of Education, Superintendent’s Cabinet, and District staff regarding District finance, budget, and operational activities. Provide overall leadership, technical support, and guidance for implementation of projects described in the District’s Long-Range Plan. Oversee and provide leadership to the Safety and Security division and its activities. Coordinate assigned activities with other departments, offices, and outside organizations. Serve on the Superintendent’s Cabinet, district committees, boards, and councils as directed by the Superintendent.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks
Provide advice and counsel to the Superintendent on District financial and budget activities, including but not limited to: expenditure and revenue forecasting, budget development, employee compensation, investments, bonds, mill levies, and statewide legislation affecting District finance, and aid in forecasting potential ramifications, implications and unintended consequences of District-wide initiatives that could have adverse impacts on the District or community perception. Provide advice and counsel to the Board of Education on financial and budget activities. Advise the Superintendent’s Cabinet on financial and budget activities that intersect with and affect departments and schools. Provide proactive, strategic support and problem-solving to leadership to ensure the District maintains fiscally responsible practices that adhere to all applicable governing regulations, statutes, and District and board policies.
Oversee and provide leadership to the District’s Finance Department staff, including accounting, financial reporting, financial assistance, budget, partnership and grants administration, systems support and project management, payroll, strategic sourcing, internal audit, and contracting.
Responsible for oversight of the development and analysis of the annual District budget in accordance with State statute, Colorado Department of Education regulations, and Board of Education policy; forecasting of revenues and expenditures, budget development timetables, budget request reviews, preparation of fiscal overview documents, and review and analysis of October student counts and student count projections.
Make continuing comparisons between budget and actual performance, prepare reports detailing financial performance compared to forecasts, and prepare explanations of budget variances and deviations. Oversee the development and administration of school and department budget allocation methods, employee staffing control functions, and employee compensation projections affecting the District’s operating budget and employee negotiations.
Oversee the preparation of financial reports and studies, including detailed and summary budget analyses and comparisons, development of charts, graphs, and materials for presentation to District staff, the Board of Education, and the community. Monitors the preparation and review of the Annual Comprehensive Financial Report (ACFR), Bond Official Statements, and other financial reports. Conduct research and collect data necessary to effectively report on progress on applicable Board monitoring reports.
Calculate the District’s annual mill levy for property taxes and distribute mill levy certifications to the Colorado Department of Education and Larimer County after approval by the Board of Education.



Description of Job Tasks
Engage with school and department administrators to provide assistance and leadership in the financial and budgeting activities that impact individual schools and departments.
Direct the work of directors and managers who are responsible for the daily functions for each department in the operations division. Ensure compliance with all applicable federal, state, local and district policies related to the operations division.
Direct the budget procedures for each department in the Operations division and establish, approve, review, direct, evaluate and assure compliance limitations.
Identify long-term needs for budget purposes; analyzes facility needs and proposed program changes district-wide. Provide long-term planning for new facilities, remodeling projects and additions, as well as district commodities and assets.
Develop, implement, and evaluate programs and strategies designed to create and maintain safe, functional, secure, clean, and orderly facilities to ensure efficient and economical operations.
Hire, supervise and evaluate the operations staff comprised of administrative and classified personnel.
In partnership with the Lead Assistant Superintendent of Schools, provide leadership to the Information Technology department to ensure alignment of Information Technology supports and objectives with the operational focus areas of the district.
Participate in and serve as a resource on District-wide committees and for initiatives as requested by the Superintendent.
Attend all Board of Education meetings and present to the Board and public as requested.
Assure compliance with applicable laws and regulations regarding disclosure of public information.
Perform other duties as assigned.

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in accounting, finance, business administration, or related field required, master’s degree preferred.
- Minimum seven years of experience in budget creation, budget projections, budget research, monitoring, and management analysis of administrative practices and operating policies and procedures required.
- Government or K-12 education finance and operations experience strongly preferred.
- Equivalent combination of education and experience acceptable.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- CPA preferred.
- Criminal background check required for hire.
- Valid US driver’s license.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Proven financial management skills.
- Advanced oral and written communication, analytical, organizational, and decision-making skills.
- Strong facilitation and presentation skills.
- Critical and strategic thinking and problem-solving skills.
- Advanced accounting skills and knowledge of Generally Accepted Accounting Principles (GAAP).
- Human relation skills.
- Ability to communicate, interact and work effectively and cooperatively with all stakeholders.
- Ability to meet strict deadlines.
- Ability to stay abreast of professional practices in the field of school finance.
- Ability to stay abreast of current policies and legislation affecting school finance.
- Knowledge of the concepts, methods, and techniques related to areas of operations.
- Ability to maintain honesty and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.



- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**PERSONAL CHARACTERISTICS:**

*The Chief should demonstrate competence in the following:*

- *Adaptability:* Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- *Behave Ethically:* Understand ethical behavior and business practices and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the District.
- *Build Relationships:* Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the District.
- *Creativity/Innovation:* Develop new and unique ways to improve operations and to create new opportunities.
- *Focus on Client Needs:* Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the District’s parameters.
- *Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- *Lead:* Positively influence others to achieve results that are in the best interest of the District.
- *Make Decisions:* Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interests of the District.
- *Organize:* Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.
- *Solve Problems:* Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- *Think Strategically:* Assesses options and actions based on trends and conditions in the environment, and the vision and values of the District.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge and of and experience with personal computers and peripherals.
- Advanced computer software skills including Microsoft Office programs and extensive knowledge of MS Excel.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, and other software packages.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, e-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Reports to:</b>	Superintendent	
<b>Direct reports:</b>	Executive Director of Finance	1
	Director of Budget	1
	Contract Manager	1
	Administrative Assistant	1
	Executive Director of Facilities	1
	Director of Child Nutrition	1
	Director of Transportation	1
	Manager Custodial and Delivery Services	1
	Operations Administrative Supervisor	1



**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle, or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute				X
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate				X

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	