



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Chief Financial Officer/Treasurer
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8590
<b>Reports to:</b>	Deputy Superintendent Operations
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

Financial executive with outstanding leadership and communication skills including the fortitude to impose and maintain fiscal, budgetary controls. Performs highly responsible fiscal planning and control work that involves planning, coordinating and directing all aspects of the schools district's financial management to achieve and maintain fiscal and budgetary objectives including cash/treasury management.

**Essential Functions:**

- Plans, organizes, directs, control and supervises fiscal operations of the school district
- Creates and implements finance policies and ensures adherence to standard accepted accounting practices and principles, local and state fiscal regulations and policies and procedures of the State Education Department
- Directs the preparation of the annual budget; aids department heads in preparing budget estimates and in determining costs for new, expanded or reorganized programs; manages the implementation and controls for approved budgets; assists in establishing measurable goals and objectives for appraisal standards in various divisions
- Responsible for revenue and expenditure forecasts and fund balance estimates
- Responsible for setting the tax levy, public hearings and the submission of all financial documents
- Responsible for all short term and long term investments including bond issues and tax anticipation loans; safeguards assets of the District through implementation of adequate internal control mechanisms; prepares periodic reports on District's investments, securities and cash flow for presentation to the Superintendent and Board of Education
- Coordinates activities of the St. Louis Public Schools Building Corporation including setting annual meetings and maintaining all related documentation
- Ensures the maintenance of accounting records including supervising the posting and balancing of the district's ledgers; financial statements and other related reports
- Oversees preparation of the Comprehensive Annual Financial Report and the Annual Secretary Board Report
- Manages the accounting, budget, treasury, purchasing, risk management, and payroll functions through senior staff personnel; establishes and monitors related policies and procedures; establish processes for performance goals and measurements; approve personnel actions such as hiring, rate increases, promotions and disciplinary measures
- Provides timely financial advice, assistance and recommendations to the Superintendent and members of the Board of Education
- Prepares periodic financial reports for presentation at the Board of Education meetings



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- Participates on the Board of Directors of the Parsons Blewett Memorial Fund; serve as Tax Increment Financing Commissioner; the Superintendent's Senior Team; and other committees as requested
- Attends seminars, conferences, workshops, etc., as appropriate, to enhance and stay current with trends and new developments in the field of accounting and finance
- Performs related duties as required

**Knowledge, Skills, and Abilities:**

- Strong leadership, interpersonal and communication skills
- Strong quantitative and analytical skills
- Solid understanding of the State funding formula and related school law
- Ability to organize and prioritize work for accurate and timely completion
- Ability to establish and maintain effective working relationships
- Must be able to exercise considerable independent judgment and initiative in planning and directing a large fiscal operation
- Able to demonstrate personal integrity and financial expertise to ensure the security and integrity of the District's financial records
- Ability to negotiate, on behalf of the District, with outside parties
- Strong skills in presenting and interacting with the media, executives, Board members and other officials

**Experience:**

- A seasoned senior finance administrator with a minimum of ten years of accounting or finance management in a public entity that has a minimum of \$300 million of operation budget

**Education:**

- Master's Degree in accounting, business administration, finance or a related field (required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

