



# Chief Financial Officer

## Position Details

Job Code: U7361

Reference Code: A020

Division: Business and Finance

Classification: Administrator

Terms of Employment: At-Will, Equivalent to [Step 52 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to serve as the Chief Financial Officer, Business and Finance Division, of the Clark County School District. This position is responsible for leading, managing, and supervising the functions in the divisions/departments of Accounting; Budget; Purchasing; Risk Management; Demographics and Zoning; Capital Programs; Facilities and Bond Financial Fund Management; Real Property Management; and Vegas PBS. This position is directly responsible to the Superintendent of Schools.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Plans, organizes, leads, directs, evaluates, and coordinates a variety of programs, projects, and activities related to District financial functions including budget, accounting, external audits, payroll services, attendance accounting, program accounting, accounts payable, and Enterprise Resources Planning (ERP)-related business systems.
2. Implements programs to ensure the financial stability of the District and approves financial plans and budgets.

3. Directs and reviews the administration of financial activities via appropriate administrators and staff; focusing upon strategies for directing more of the District's resources to support the work in the schools and in the classroom.
4. Formulates financial analyses and provide financial data as required for District labor negotiations. Assists in preparing and/or presenting the District's position in collective bargaining negotiations.
5. Develops, monitors, and manages District debt policy and bond issues.
6. Directs the District's investment and cash management programs; serves as the primary liaison with Clark County and the Nevada Department of Education (NDE) as related to the District's investments and functions as the custodian of a variety of trust funds.
7. Prepares, administers, and controls the annual general fund budget and all special fund budgets; and prepares all student enrollment and attendance reports required by the state.
8. Provides technical expertise regarding assigned functions; formulates and develops policies and procedures.
9. Develops and implements long- and short-term plans and activities for assigned areas and the District.
10. Oversees the management of assigned support and operational functions to ensure that planning methodologies, organizational structures, and accountability measures are in place to give stakeholders the best service possible within the resources available.
11. Oversees the management of Capital Programs, including school capital programs, to ensure that planning methodologies, organizational structures, resources (including bond elections), and accountability measures are in place so that all new schools and rehabilitation projects are completed on time and within budget.
12. Communicates with other administrators; District personnel; and contractors to coordinate activities and programs; resolves issues and conflicts; and exchanges information.
13. Assists school-site staff in budget development and administration, including maintenance of financial and position controls and functional supervision over financial management of student body activities in all schools.
14. Establishes and maintains internal control.
15. Develops and prepares the annual budget for risk management functions of the District; monitors and authorizes expenditures in accordance with established guidelines.
16. Analyzes the District's claim, loss, and accident history and identifies methods to eliminate or minimize risks and possible losses.

17. Directs the management information system as it pertains to the financial, encumbering, accounting, payroll, and budgeting functions of the District.
  18. Centralizes accounting for expenditures and property, expenditure forecasting, cash-flow management, investment of surplus funds, maintenance of official accounting records, and related functions.
  19. Ensures the payment of and accounting for salary disbursements.
  20. Consults with and advises District leadership regarding legal and procedural requirements of the District's financial management.
  21. Oversees the contracting and commitment functions.
  22. Participates in negotiations and contracting of major initiatives including insurance, employee group (union) contracts, capital purchases, and other significant acquisitions.
  23. Performs other duties related to the position, as assigned.
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## Position Expectations

1. Communicate and collaborate across the organization with the intent of building trust, developing relationships, involving others in decision making, sharing information, and fostering teamwork.
2. Demonstrate respect for diverse student and staff populations; respond to others utilizing culturally responsive strategies.
3. Anticipate problems and conflicts and use them as opportunities to initiate thoughtful action and innovation.
4. Promote an environment for excellence that models honesty and integrity, fosters self-motivated and self-renewing behavior, and helps others perform at their best.
5. Exhibit high personal motivation, energy, and enthusiasm; set high performance standards of self and others.
6. Motivate others and design activities to assist others in meeting organizational goals and demonstrate skills in facilitation of groups to accomplish tasks and to make decisions.
7. Be receptive to new ideas and change; commit to personal and professional development.
8. Establish positive relationships with persons regardless of race, gender, physical limitation, sexual orientation, or religious belief, with an active commitment to equal opportunity for all students and staff.
9. Foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff; encouraging continuous improvement; and working effectively as a member of a diverse team.

10. Use and encourage creative thinking that appropriately challenges current practices, honors diversity, and leads to better learning for all students.
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## **Position Requirements**

### **Education and Training**

An earned master's degree of business administration (MBA), a master's degree in a related field, and/or certification and training as a certified public accountant (CPA) from an accredited college or university.

### **Licenses and Certifications**

None specified.

### **Experience**

1. Ten (10) or more years of professional work experience in finance and operations.
2. Experience working in municipal and/or education sectors.

### **Preferred Qualifications**

1. Five (5) or more years professional work experience in finance and operations for a school district or similar governmental agency.
2. Experience working in a large organization with an annual budget of more than \$275 million.
3. Executive-level administrative experience with similar scope and responsibility as the position requirements.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

### **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 04/12/22
- Created: 12/05/08