



Evanston/Skokie School District 65 Job Description

Evanston/Skokie School District 65 is Committed to equitable outcomes for all children, racial equity, restorative justice practices, innovative learning, collaborative teaming, and building community.

Title: Chief Financial Officer

Reports to: Superintendent

POSITION SUMMARY: The Chief Financial Officer reports directly to the Superintendent and is critical to ensuring that the district is enabling equitable outcomes for all children. The Chief Financial Officer provides comprehensive fiscal stewardship of the district's resources and is responsible for spearheading the district's financial strategy to support effective budget planning, maximizing available funds, and ensuring an equitable allocation and distribution of resources to support student success in alignment with the district's vision, mission, and strategic goals. The Chief Financial Officer is an advisor and collaborator with district and community leaders, and is responsible for the management and oversight of all financial activities including budget, accounting, revenue and cash flow, grants management, payroll, treasury and risk management, purchasing and nutrition services.

SPECIFIC DUTIES & RESPONSIBILITIES:

- Leads the implementation of strategic financial strategies that maximize available funds and ensures equitable distribution of resources across the district to support student success.
- Develops the district's annual budget and multi-year financial plans in collaboration with the Superintendent and the Board of Education.
- Spearheads, in collaboration with the Cabinet members, and monitors lease certificates, general obligation bonds, tax increment financing, and property tax levy processes so that expenditures and revenues reinforce broader programmatic goals.
- Designs and implements internal controls, procedures and processes to ensure effective stewardship of funds in the areas of payroll, purchasing, contracts, accounts payable, and accounts receivable.
- Prepares and presents monthly budget reporting and annual projections for all aspects of the district budget.
- Forecasts short- and long-range cash requirements and obligations as a basis for sound financial and equitable funding mechanisms.
- Oversees and reports the day to day operations associated with business services and nutrition services to ensure seamless support of the district services.
- Manages direct reports, including but not limited to: the business manager, nutrition services coordinator and grants/compliance manager(s) including the overseeing of hiring, staff development, and evaluation for the purpose of ensuring high levels of staff engagement, satisfaction and productivity, in implementation of the district's strategic priorities.
- Provides support and assistance to district leaders in contract negotiations and execution to limit the district's exposure to potential insurance and legal risks.

Chief Financial Officer

- Serves as the district's Risk Management Officer for litigation issues, District Treasurer and IMRF/TRS agent designation for employee pension consultation.
- Represents the district on budgetary matters in a variety of venues, including public hearings, board meetings, media briefings, and external stakeholder and community meetings.
- Remains current on state and federal laws governing the oversight of school district finances and ensures that cabinet members are apprised of all mandates, regulations, and requirements.
- Remains current on district strategic goals, priorities, policies, procedures and/or processes and leads implementation with fidelity and integrity.
- Builds capacity of staff and delegates responsibilities as needed for the purpose of balancing the workload.
- Attends district in-service meetings as needed.
- Performs any other duties as assigned.

COMPETENCIES: The following competencies are representative of specific skills, abilities, and attributes that must be demonstrated to perform this job successfully.

Strategic Thinking: Develops strategies to achieve organizational goals. Understands organization's strengths and weaknesses. Analyzes market and competition. Identifies external threats and opportunities. Adapts strategy to changing conditions.

Integrity: Demonstrates commitment to ethical practices and integrity in all financial matters. Promotes honesty, transparency, and responsible resource management. Fosters trust in the budgeting and resource allocation processes.

Business Acumen: Understands business implications of decisions. Conducts cost-benefit analyses. Displays orientation to profitability. Demonstrates knowledge of market and competition. Aligns work with strategic goals.

Financial Responsibility: Understands financial targets and budgeted goals. Incorporates financial analysis into strategic decisions. Implements operating budget flexibly to address changing priorities. Creates sound business cases to support expenditures. Promotes conservation of organizational resources.

Analytical Skills: Synthesizes complex or diverse information. Collects and researches data. Uses intuition and experience to complement data. Identifies data relationships and dependencies. Designs workflows and procedures.

Managing People: Provides direction and gains compliance. Includes subordinates in planning. Takes responsibility for subordinates' activities. Makes self available to subordinates. Provides regular performance feedback. Develops subordinates' skills and encourages growth.

2

Chief Financial Officer

Judgment: Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in the decision making process. Makes timely decisions.

Communications: Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses appropriate communication methods.

Planning & Organization: Prioritizes and plans work activities. Uses time efficiently. Plans for additional resources. Integrates changes smoothly. Sets goals and objectives. Works in an organized manner.

Technology Leadership: Leverages technology for improved efficiency and growth. Tracks emerging technologies. Determines organizational implications of major technology trends. Assesses risks and benefits of adopting new technologies. Addresses implementation and change management issues.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully.

Education: A master's degree in job-related area required. MBA or CPA designation preferred.

Experience: Ten (10) years of experience in budget leadership, public policy, public administration, school finance or business management required with five (5) of supervisory experience preferred.

Certificates/Licenses/Registrations: Professional Educators License and Chief Business School Official Endorsement preferred.

Language Skills: Reads, analyzes, and interprets all kinds of documents. Responds to inquiries or complaints from employees, regulatory agencies, or community. Writes speeches and effectively presents to managers, the public, and school board.

Mathematical Skills: Works with math concepts such as probability and statistical inference, and fundamentals of geometry and trigonometry. Applies concepts such as fractions, percentages,

ratios, and proportions to practical situations.

Reasoning Ability: Defines problems, collects data, establishes facts, and draws valid conclusions. Interprets an extensive variety of technical instructions in mathematical or diagram form and deals with several abstract and concrete variables.

Computer Skills: Microsoft Office, Google Suite, Alio, Kronos, SuperEval, InfiniteVisions, PowerSchool SIS and other Enterprise Resource systems as required..

3

Chief Financial Officer

PHYSICAL DEMANDS:

Physical Activities: Standing, walking, sitting, handling, keyboarding, talking, and hearing.

Lifting Demands: Up to 10 pounds.

Reaching Activities: Both dominant and non-dominant hand; overhead.

Environmental Conditions: Noise Intensity 3 moderate.

OTHER EXPECTATIONS: This position requires traveling to various school sites, work locations, and/or community organizations throughout the district.

SUPERVISORY EXPECTATIONS: Manage assigned clerical staff and subordinate professional personnel in one or more sections of the department. Take responsibility for the overall direction, coordination, and evaluation of assigned teams. Carry out supervisory responsibilities in accordance with the district's policies and applicable state and federal laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems

DISTRICT EXPECTATIONS: All employees are expected to demonstrate regular and predictable attendance; to support the District's vision, mission, goals, and Strategic Plan; to engage in civility, respect, professionalism, and collaborative teaming; and to maintain the professional knowledge and skills necessary to perform the essential duties and responsibilities of their positions.

NOTE: School Board Policy ensures equal opportunity for all in its personnel policies and practices and does not discriminate on the basis of race, color, gender, religion, national origin, marital status, sexual orientation, gender preference, political beliefs, social/family background, disability or age.

FLSA Status: Exempt

Salary Schedule: Pay Grade11

Bargaining Unit: TBD

Approved Date: 5/22/2020