

**Hernando County School Board  
Florida**

FLSA: Exempt, Non-Union

<b>CHIEF FINANCIAL OFFICER</b>
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**Required Qualifications:**

- Bachelor's degree from an accredited institution in the field of Finance, Accounting, Business Administration, or related field
- Five years' experience in management, accounting, and budget coordination experience with responsibilities related to business operations
- Thorough knowledge of principles, procedures, and practices of public-school operations, and understanding of the interaction of the various departments within a school organization
- Knowledge of Florida Statutes and State Board of Education rules pertaining to school financial systems
- Knowledge of adopted School Board policy

**Desired Qualifications:**

- CPA certificate or Certified Government Finance Officer (CGFO)

**Performance Responsibilities:**

- Direct the financial functions of the district, including the annual budget, subsequent budget amendments in accordance with the directives received from the Florida Department of Education and decisions made by the Superintendent of Schools and the School Board
- Prepare the Annual Comprehensive Financial Report (ACFR) in accordance with generally accepted accounting principles
- Oversee the District's investments and debt programs.
- Direct the preparation and submission of required reports to the Florida Department of Education and the School Board
- Ensure compliance with legal requirements of budget advertising and hearing rules and regulations
- Coordinate the preparation of required financial schedules for the School Board's annual financial statement and single audits performed by the State of Florida Auditor General, external auditors and other entities
- Continuous evaluation of the budgetary processes and procedures required to meet the demands brought about by changing technology, financial constraints, and Board priorities
- Manage the procedures for gathering, compiling, and presenting budget requests from schools, departments and programs in the budget approval process

Chief Financial Officer

- Direct and provide leadership to assigned personnel, conduct performance appraisals, make recommendations for appropriate employment actions and promote professional growth
- Establish good public relations with parents, businesses and community groups to provide information and receive feedback, and represent schools at district-level functions as needed
- Provide input in the development of policies and administrative guidelines for areas of responsibility and support the implementation of programmatic goals and objectives on a district-wide basis

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Assistant Superintendent of Business and Support Operations

**Evaluation:**

Evaluated by the Assistant Superintendent of Business and Support Operations

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Administrative

**Job Code:**

75023

Board Approved:

Revised: 12/12/2023