

Anoka-Hennepin Independent School District #11
Job Description

Title: Chief Financial Officer
Department: Business Services
Reports to: Superintendent
Prepared Date: March 25, 2009

SUMMARY OF RESPONSIBILITIES

Serves as Chief Financial Officer of Anoka-Hennepin School District by performing the following duties personally or through subordinate supervisors.

DUTIES AND RESPONSIBILITIES

- Directs and coordinates District long-range financial planning.
- Directs budget assumptions, process and procedures; oversees review and approval of all expenditures.
- Establishes, with the Director of Finance, a system of accounting and reporting for the financial affairs of the District.
- Coordinates the preparation of annual tax levy limitations for certification and materials for public hearing on the tax levy.
- Oversees the operations of the Purchasing, Accounting and Payroll Departments.
- Develops and implements procedures, policies, and regulations to assure compliance with federal and state laws.
- Establishes and supervises a system for storage of financial records, including all records pertaining to ownership of real property.
- Supervises the preparation and submission of all required federal, state, and District reports.
- Directs the District-wide fixed asset accounting system.
- Supervises the maintenance of systems and procedures for the disbursement of all funds and the accounting of all revenue, including payroll administration and all accounting systems.
- Coordinates and assists in development of District annual budget.
- Develops expenditure and revenue forecasts and prepares long-range financial planning reports.
- Establishes and supervises a budget control system.
- Develops, implements, and coordinates a program of financial planning and control to assure accuracy of financial reports.
- Supervises long and short-term financial debt requirements of the District.
- Directs development and implementation of District purchasing policies and procedures.
- Member of the Superintendent's Cabinet, the leadership team for the school district.
- Performs other tasks and assumes other responsibilities as assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES

Supervises three (3) administrators who supervise approximately 20 employees in the Finance, Purchasing and Payroll Departments. Is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in Business Administration, Accounting, Finance, Public Administration, or related field with a CPA or advanced degree preferred in accounting, business administration, or a related field AND ten years related experience and/or training. Experience in school district business administration is highly desirable.

KNOWLEDGE, SKILLS & ABILITIES

Ability to read, analyze, and interpret professional articles, financial reports, and legal documents.

Skilled in verbal and written communication to /with a diverse audience.

Ability to effectively present information to administrators, teachers, other District employees, the general public and the School Board.

Ability to maintain regular attendance, which includes completing an assigned day.