

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

Position Summary

This position functions to serve as the Chief Financial Officer, Business Administration and Finance Unit, of the Clark County School District (CCSD). This position is responsible for leading, managing, and supervising the functions in the divisions/departments of Accounting; Budget; Risk Management; Payroll and Employee Benefits; Facilities and Bond Financial Fund Management; and Finance, Grants Fiscal Services. This position is directly responsible to the Superintendent of Schools.

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 CCSD financial functions including budget, accounting, external audits, payroll services, attendance accounting, program accounting, accounts payable, and related business systems.
2. Implements programs to ensure the financial stability of the CCSD and approves financial plans and budgets.
3. Implements systems and structures to ensure compliance with CCSD policies and regulations and state and federal law.

4. Develops and maintains systems of internal controls to safeguard the assets of the CCSD and ensures the highest level of accountability for public funds.
5. Develops and implements necessary budgetary controls to ensure adequate resources are available for planned programming within budget limits.
6. Provides CCSD chiefs with monthly financial reports comparing actual expenses to budgeted amounts and initiates a process to investigate, report, and amend budget documents to comply with budgetary limits and statutory requirements.
7. Monitors the recruitment, professional learning, and evaluation of personnel to ensure the financial goals of the CCSD are achieved in an effective and efficient manner.
8. Monitors performance of the departments in the Business Administration and Finance Unit and recommends changes in procedures, methods, and/or standards to better meet budgetary commitments and timeliness and to ensure an efficient central accounting system.
9. Monitors and analyzes the impact of financial and budgetary legislation during legislative sessions.
10. Directs and supervises the preparation of the Annual Comprehensive Financial Report in accordance with state and federal agencies and conformity with Generally Accepted Accounting Principles.
11. Directs and supervises the preparation and submission of required reports to the Nevada Department of Education and Clark County School District Board of School Trustees.
12. Oversees the preparation and issuance of payroll for all CCSD employees.
13. Directs and reviews the administration of financial activities via appropriate administrators and staff; focusing upon strategies for directing more of the CCSD's resources to support the work in the schools and in the classroom.
14. Formulates financial analyses and provides financial data as required for CCSD labor negotiations; assists in preparing and/or presenting the CCSD's position in collective bargaining negotiations.
15. Develops, monitors, and manages CCSD debt policy and bond issues.
16. Directs the CCSD'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 CCSD's investments and functions as the custodian of a variety of trust funds.
17. 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.
18. Provides technical expertise regarding assigned functions; formulates and develops policies and procedures.

19. Develops and implements long- and short-term plans and activities for assigned areas and the CCSD.
 20. Communicates with other administrators, CCSD personnel, and contractors to coordinate activities and programs; resolves issues and conflicts; and exchanges information.
 21. Assists school staff in budget development and administration, including maintenance of financial and functional supervision over financial management of student body activities in all schools.
 22. Establishes and maintains internal control.
 23. Develops and prepares the annual budget for risk management functions of the CCSD; monitors and authorizes expenditures in accordance with established guidelines.
 24. Analyzes the CCSD's claim, loss, and accident history and identifies methods to eliminate or minimize risks and possible losses.
 25. Directs the management information system as it pertains to the financial, encumbering, accounting, payroll, and budgeting functions of the CCSD.
 26. Centralizes accounting for expenditures and property, expenditure forecasting, cash-flow management, investment of surplus funds, maintenance of official accounting records, and related functions.
 27. Ensures the payment of and accounting for salary disbursements.
 28. Consults with and advises CCSD leadership regarding legal and procedural requirements of the CCSD's financial management.
 29. Participates in negotiations and contracting of major initiatives including insurance, employee group contracts, capital purchases, and other significant acquisitions.
 30. 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. Serve as a key member of the Superintendent's leadership team, providing financial oversight in support of the CCSD's strategic plan.
3. Models professional code of ethics and integrity.
4. Demonstrate respect for diverse student and staff populations; respond to others utilizing culturally responsive strategies.
5. Demonstrate effective system and structure development by identifying the end goal/deliverable, stakeholders, inputs, outputs, and monitoring cycle.

6. Anticipate problems and conflicts and use them as opportunities to initiate thoughtful action and innovation.
 7. Promote an environment of excellence that models honesty and integrity, fosters self-motivated and self-renewing behavior, and helps others perform at their best.
 8. Exhibit high personal motivation, energy, and enthusiasm; set high performance standards of self and others.
 9. 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.
 10. Be receptive to new ideas and change; commit to personal and professional learning.
 11. Establish positive relationships with persons with an active commitment to equal opportunity for all students and staff.
 12. 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.
 13. Use and encourage creative thinking that appropriately challenges current practices, honors diversity, and leads to better learning for all students.
 14. Ability to prepare comprehensive, easily understood reports, and to make effective presentations to elected officials and the public.
 15. Proven ability to select, train, motivate, and evaluate staff.
 16. Ability to collaborate with CCSD and school administration in providing financial budgetary information relative to program planning.
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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. Seven (7) or more years of professional work experience in finance and operations.
2. Experience with municipal, state government, and/or education sectors.
3. A valid driver's license or state-issued identification card.

4. Evidence of strong conceptual, analytical, organizational, and managerial skills, as well as demonstrated leadership ability.
5. Demonstrated experience in preparing capital and operating budgets, financial reporting, long-range budgetary planning, fiscal controls, and investment of funds for a large-scale entity/organization.

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, military status, or other characteristics protected by applicable law. Here at the 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: 01/07/25
- Created: 12/05/08