

## **Chief Financial Officer**

### **Job Purpose**

Under limited supervision, the CFO is responsible for the overall cash flow, cost containment, and financial reporting. Plans, organizes, coordinates, directs, and monitors all aspects of the financial operation of the agency, including accounting, financial reporting/system, budgeting, cash management, purchasing, procurement, debt service management for outstanding bonds and other financial obligations and other finance-related functions. Provides leadership in the administration of the department with a maximum of efficiency, a minimum of waste, and an ever-present and overriding awareness of and concern for the impact of the departments' contributions to the agency. Ensures all financial transactions are in accordance to Generally Accepted Accounting Principles (GAAP), federal and state laws, and the NM state procurement code. This position is a senior level management position which will regularly interact with NM state legislative committees and the state Department of Finance.

### **Duties and Responsibilities:**

- **ACCOUNTING** - Apply principles of accounting to initiate and maintain operation of general accounting systems. Design or modify existing systems to provide records of assets, liabilities, and financial transactions of the agency. Maintain accounts and records, and supervise the staff in such activities as cash receipts, accounts receivable, cash disbursements, and accounts payable, general ledger and purchase orders.
- **BUDGET** - Coordinates and manages the preparation of the annual budget, for both internal operations, and capital outlay, the long-range financial plan, capital plan and monthly/annual financial reports for departments and supported projects. Ensures that senior leaders have the appropriate information to make informed decisions and to monitor progress towards agency goals. Functions as a subject matter operational expert for budget and analysis departments. Collaborates with key stakeholders and supporting departments to identify barriers and solutions impacting the agency or school districts.
- **FINANCE** - Analyze revenue and expenditures for department managers. Recommend and advise department heads regarding trends, expenses, administrative commitments and obligations incurred. Interpret state policies and accounting processes and procedures to the staff. Collaborates with the Executive Director and Division Directors in the preparation and implementation of the objectives and policies of fiscal matters and with long-range financial planning for the agency.
- **AUDIT** - Develop, oversee and conduct various routine and special audits, research and correct data to maintain integrity of programs. Directs audits of the financial and accounting records. Manages the audit by answering questions, providing necessary help, managing the preparation and reconciliation of work papers, and reviewing final reports before they are submitted to the State Auditor.
- **MANAGEMENT** - Directs, manages, and supervises the Finance Department staff, budgets and programs. Attends all board meetings and Finance Committee Meetings, and presents at such meetings on an as needed basis. Communicates to the Executive Director all requirements and needs of the Finance Department. Conducts staff communications as needed to interpret changes in Board policy or administrative rules, to discuss developments, and to evaluate trends as they pertain to the areas of assigned responsibility. Promotes customer service philosophies within a service-oriented organization. Keeps informed and interprets all federal and state laws, regulations, statutes, rules, and policies affecting the department. Complies with state-approved New Mexico Administrative Code of Ethical Responsibility of the Education Profession and upholds and enforces rules, administrative directives and regulations, and local, state and federal regulations. Safeguards confidentiality of privileged information.

### **Knowledge, Skills, and Abilities Required:**

- Advanced knowledge of economic and accounting principles and practices and reporting financial data.
- Advanced knowledge of applicable computer systems, including word processing, database and spreadsheet software;
- Strong skills at working both alone and in teams, providing financial leadership and support to both team members and other personnel alike;
- Extensive interpersonal skills with diverse populations, in person, in writing, and on the telephone.
- Excellent communication skills, both verbal and written;
- Flexibility, organization, decision-making and problem-solving skills;
- Ability to meet deadlines, work on multiple projects and direct the work of others;

- Organized work habits, project management skills and the ability to take the initiative;

**Minimum Education and Experience**

Bachelor's degree in related field from an accredited university and ten years of professional related experience. Experience with the NM state government or public school system preferred.