CHIEF FINANCIAL OFFICER DUTIES

Administrators will be hired by the board to assist the superintendent in the day-to-day operations of the school district. Although administrators serve under the direction of the superintendent, duties of the chief financial officer may include, but not be limited to the following:

1. Assist the superintendent in all phases of the school district’s business affairs.
2. Act as advisor to the superintendent on the school budget and all other business and financial questions.
3. Assist the Board of Education and the superintendent in determining guidelines for the most effective use of public funds and for reporting the use of those funds to the public.
4. Develop district financial projections.
5. Assist in developing priorities and long-range goals for the district.
6. Assist in projecting the revenue and expenditures, the preparation of prospectus for bond sales, management of the investment portfolio, and related functions.
7. Prepare financial reports as required by state and federal agencies having jurisdiction over public school funds.
8. Interpret the financial position of the district to the community at large.
9. Submit a monthly statement to the Board of Education detailing the status of each appropriation item.
10. Responsible for the preparation of the annual budget and adoption of taxes and any amendments thereof as specified by the Code of Iowa under the direction of the superintendent.
11. Coordinate the district’s budget development process and management.
12. Compile necessary statistical data for the preparation of the fiscal budget.
13. Act as the budget control officer.
14. Responsible for maintaining a financial accounting system in accordance with federal and state regulations.
15. Assume responsibility for an accounting procedure adequate to record in detail all money and credit transactions.
16. Maintain general, revenue, and appropriations ledgers on an encumbrance basis.
17. Recommend and implement new accounting methods as desirable and necessary and as required by state/federal regulations.
18. Establish and supervise a program of accounting and reporting for the financial affairs of the district.
19. Administer the accounting and payroll functions of the district.
20. Supervise data processing procedures to provide management information, evaluation techniques, and long-range forecasts.
21. Supervise the collection, safekeeping, and distribution of all funds.
22. Approve all vouchers authorizing the expenditures of money.
23. Administer the district’s purchasing program in compliance with district policies and state guidelines.
24. Manage the district’s real estate and insurance programs.
25. Administer the district’s unemployment and worker’s compensation programs.
26. Maintain an up-to-date inventory of school property.
27. Assist the school treasurer in coordinating investments.
28. Serve as a member of the Interest Based Bargaining team and conducts meet and confer sessions with non-union classified employees.

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29. Negotiate contracts involving special facilities and programs.
30. Supervise all business office personnel.
31. Assist in recruiting, screening, hiring, assigning, supervising, and evaluating personnel for positions in the offices under his/her jurisdiction.
32. Provide an in-service training program for business office personnel.
33. Arrange for the internal and external auditing of school accounts.
34. Submit claims for refunds on sales and fuel taxes.
35. Assist administrators in interpreting and applying negotiated agreements and related board policies.
36. Furnish bond in such form and amount as shall be determined from time to time by the Board, the costs of which will be assumed by the district.
37. Attend all regular meetings of the Board of Education and special meetings as deemed appropriate by the superintendent.
38. Perform all other tasks as assigned by the superintendent.

This list of duties will not act to limit the board's authority and responsibility over the position of the administrators. In executing these duties and others the board may delegate, the administrators will consider the school district's financial condition as well as the needs of the students in the school district.