

# Winston-Salem/Forsyth County School District

## Chief Finance Officer (011638)

### JOB POSTING

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#### **Job Details**

*Posting ID*

**011638**

*Title*

**Chief Finance Officer**

*Description*

The district is seeking a strategic, experienced, and visionary Chief Finance Officer (CFO) to lead the financial operations of the district for Fiscal Year 2026. The CFO will play a critical role in building and ensuring the fiscal health, transparency, and accountability of the school system. They will oversee a budget of over \$750 million and align financial planning with the district's mission to provide all students with a high-quality education.

The selected candidate will be required to meet the state's minimum education and experience requirements to serve as a permanent Finance Officer with North Carolina school Finance Officer experience preferred. The selected candidate will be offered upon approval of the Board of Education.

#### **FUNCTIONAL PURPOSE**

Appointed or designated by the Superintendent and approved by the Board of Education, the Chief Finance Officer is responsible for the installation and maintenance of an integrated system to plan fiscal needs, ensure appropriate accounting for receipts and disbursements, and to make sound investments of any cash balances. This position is responsible for the management and general oversight of the district's payroll, accounts payable and accounts receivables, and purchasing functions. The position is responsible for interpreting and following regulations regarding school finance and exercises discretionary judgment in the resolution of operational problems. Performance is evaluated through accomplishments and the reports of official audits. This position directly supervises staff assigned to the Financial Services Division.

#### **DUTIES AND RESPONSIBILITIES:**

- Maintains the accounts of the local school administrative unit in accordance with generally accepted principles of governmental accounting, the rules and regulations of the State Board of Education, and the rules and regulations of the Local Government Commission.
- Gives the preaudit certificate required under NCGS 115C-441.
- Signs and issues all checks, drafts, and state warrants by the local school unit.
- Responsibly invests idle cash in the classes of securities as defined in NCGS 115C-443(c) and ensures such deposits are secured as provided in NCGS 115C-444(b).
- Receipts and deposits all monies accrued to the local school administrative unit.
- Approves or denies necessary disbursement for fiscal claims against the school system.
- Audits accounts of employees collecting or receiving taxes or other monies.
- Prepares and files a statement of the financial condition of the local school administrative unit as often as requested by the Superintendent; and when requested in writing, with copy to the Superintendent, by the Board of Education or Board of County Commissioners.
- Evaluates and implements necessary internal controls to prevent misappropriation of local school administrative unit resources and assets.
- Coordinates and consults with the Internal Auditor to monitor the compliance with internal controls within the local school administrative unit.
- Establishes and maintains an accounting system to detail assets, liabilities, equities, obligations, expenditures and current and projected revenues.
- Allocates funds to programs and schools with conditions governing their use.
- Cooperates with and assists outside auditors in completing the annual financial audit.
- Attends regular meetings of the Board of Education and provides information as requested.
- Serves as the Department Head of the Financial Services Division. Oversees staff performance. Make recommendations for improvements in employee performance based on observation and data collection.
- Performs other duties as assigned by the law, by the Superintendent, or by rules and regulations of the State Board of Education and the Local Government Commission.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Superior written and verbal communication skills.
- Excellent customer service skills.
- Able to communicate clearly to a wide variety of constituencies including, but not limited to, employees, parents, BOE members, County Commissioners, county residents, etc.
- Ability to read and comprehend complex financial statements and/or publications.
- Ability to use mathematical ability with minimal errors to accomplish the position goals/requirements.
- Thorough knowledge of practices and procedures of public-school administration.
- Knowledge of the funding sources and mechanisms for public schools.
- Ability to develop effective financial policies and to maintain fiscal control through knowledge of generally accepted accounting practices and auditing.
- Ability to maintain accounting and control measures.
- Ability to invest school funds responsibly and effectively.
- Ability to prepare clear and concise reports from compiled research data, and to analyze financial statements and other technical data.
- Ability to exercise independent judgment and initiative.
- Ability to conduct effective presentations to various audiences regarding school finance and/or accounts.
- Ability to establish and maintain effective working relationships across departments, horizontally and vertically.
- Physical dexterity is necessary to operate computer keyboards, adding machines/calculators, telephones, etc.
- Ability to sit for up to 8 hours per day.
- Ability to read and understand complex information.
- Ability to speak and be understood by listeners.
- Exchangeable ability to hear and understand information.

## EDUCATION AND EXPERIENCE REQUIREMENTS:

Minimum: Bachelor's Degree from an accredited four-year college or university with a concentration in Accounting, Finance or Business Administration with at least 15 semester hours in accounting; plus, five (5) years' professional experience in a business-related field. North Carolina School Finance Officer experience, Masters' degree or CPA preferred. Graduation from the NCASBO School Business Director Academy is also highly recommended.

The candidate must be certified as an NC School Finance Officer by the Department of Public Instruction.

**Special Requirement:** Ability to obtain and maintain certification as a School Business Administrator according to the policy of the State Board of Education. Ability to qualify for a performance bond. Ability to obtain and maintain NC Drivers' license. Satisfactory driving record required.

**Salary:** \$175,000 - \$200,000 annual plus all applicable state benefits

**Term:** 12 months

## PHYSICAL WORK DEMANDS:

FREQUENCY		FREQUENCY	
C - Constant		C - Constant	
F - Frequent		F - Frequent	
O - Occasional		O - Occasional	
I - Infrequent		I - Infrequent	
NR - Not Required		NR - Not Required	
PHYSICAL ACTIVITY		PHYSICAL ACTIVITY	
Climbing/Balancing	I	Lifting/Carrying	O up to 30 lbs.
Crawling/Kneeling	I	Grasping/Twisting	O
Walking	F	Reaching	F
Running	I	Pushing/Pulling	O
Standing	F	Fingering/Typing	F
Sitting	F	Driving	F requires driving car between sites
Bending/Stooping	O	Others:	

In compliance with Federal Law, Winston-Salem/Forsyth County Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age, or disability.

<i>Shift Type</i>	<b>Full-Time</b>	<i>Salary Range</i>	<b>\$175,000.00 to \$200,000.00</b>
<i>Salary Code</i>	<b>Per Year</b>	<i>Position Type</i>	<b>Central Office</b>
<i>External Job Application</i>	<b>Central Office Leadership</b>	<i>Internal Job Application</i>	<b>Central Office Leadership</b>
<i>Minimum Qualifications Screening</i>	<b>Bachelor's Degree</b>	<i>Posting Status</i>	<b>Active</b>