

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DEPUTY CHIEF FINANCE OFFICER

GENERAL STATEMENT OF JOB

Reporting directly to the Chief Finance Officer, the Deputy Chief Finance Officer supports the team in stewarding the fiscal resources that will allow Guilford County Schools to accomplish its key goals outlined in the Strategic Plan, Ignite Learning. This person will direct GCS' financial strategy to support effective budget planning, maximizing available funds, and ensuring an equitable distribution of resources for the day-to-day operations to support the district's vision for student success. The Deputy Chief Finance Officer must be an experienced and accomplished finance and accounting professional, a key advisor to the Chief Finance Officer and other Cabinet members, and a collaborator with other departments and stakeholders (internal and external) that support the district's improvement. The team includes Purchasing, Payroll, Accounts Payable, Accounting, School Accounting/Budget and School Nutrition.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Equity Leadership and Student Success

Cultivate a commitment among all district staff to enable all students to achieve high standards.

Confront preconceptions and model open dialogue around race, culture, class and other issues of difference.

Demonstrate the cultural proficiency, sensitivity, and equity to ensure students' needs are met.

Assess the distribution of resources with a clear racial equity lens, ensuring allocations provide the best resources to equitably and effectively meet the needs of all GCS's students, families, and schools.

Strategic District Leadership

Support the implementation of strategic financial strategies that maximize available funds and ensure equitable distribution of resources across the district to support student success.

Provide strategic leadership to develop the district's annual budget and multi-year financial plans in conjunction with the Superintendent and other Cabinet leaders.

Spearhead, in collaboration with the Chief Finance Officer, annual capital planning and monitoring processes so that capital expenditures reinforce broader programmatic goals.

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Maintain knowledge of State and Federal laws governing the oversight of school district finances. Partner with the state, county and other local organizations with regard to fiscal impacts and strategy as needed.

Finance Team Leadership and Management

Represent the district, as needed, on budgetary matters in a variety of venues, including public hearings, Board meetings, media briefings, and external stakeholder and community meetings.

Manage the performance and effectiveness of the Finance Office, including the successful implementation of financial and budget goals, effective controls and monitoring of the district's budget, efficient operational processes, and excellent service to schools and district offices.

Forecast short- and long-range cash requirements and obligations as a basis for sound financial and equitable funding mechanisms.

Support the Senior Executive Director of Finance to facilitate the preparation and presentation of monthly budget reporting and annual projections for all aspects of the GCS budget; collaborate with the team to ensure accuracy of analysis and data in departmental reports.

Emphasize the importance of the Finance Office's essential role serving the district's students, families, staff, and community partners in interactions and communication with internal and external stakeholders.

Assist with the annual financial audit and the completion of any required federal, state, or county financial reports.

Systems, Support and Execution

Ensure the successful implementation to the new Enterprise Resource Planning system, Oracle, to improve organizational insights and data visualization.

Provide project management oversight and for priority short- and long-term initiatives; develop tools to track progress and monitor key performance goals.

Implement adequate internal controls and ensures adequate accounting records to document compliance with local, state, and federal laws and ordinances.

Serve as a critical thought-partner and support for department leaders and on budgetary matters and build their capacity as fiscal stewards of the district's resources.

Create proactive systems that garner feedback from stakeholders to inform the budget process, budget transparency and fiscal stewardship for departments and school-based teams.

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Effectively communicate and share data with broad audiences to improve transparency, trust, and confidence in the district and to promote sharing learning.

Talent Management and Professional Learning

Lead and coach an effective team who will unite around a common vision of operational excellence and support.

Support staff to develop, implement, and evaluate project plans and strategy to achieve goals and objectives.

Cultivate positive relationships among staff internally and within the broader district, including principals, support staff and the larger community.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's in Accounting, Finance, or a related career field from an accredited college or university. MBA, Master's, and CPA designation strongly preferred.

At least ten (10) years of progressive, full-time, professional experience in budget leadership, public policy, public administration, or business management.

Direct experience in budgeting, budget preparation, financial monitoring, and financial analysis and evidence of success leading and managing a multi-million dollar budget. Public sector work experience strongly preferred.

Five (5) years of senior level supervisory/administrative/management experience, preferably in a large urban school district.

Thorough knowledge of various types of public budgeting practices, policies, procedures, and challenges.

Experience in implementing comprehensive financial management systems, practices, and policies for an organization of significant size.

Ability to navigate uncertainty and ambiguity, and to prioritize work efforts to execute overall strategy.

Eligible for NC Administrator license preferred, but not required.

Eligible for valid NC driver's license at time of hire.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, overhead projectors, video cassette recorders, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, pull or otherwise move objects, including the human body. Light Work usually requires walking or standing to a significant degree.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, articles, proposals, contracts, etc. Requires the ability to prepare correspondence, reports, forms, evaluations, contracts, policies, handbooks, budgets, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including education, legal and counseling terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics, statistical inference and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

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Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Vision and Courage to Ensure All Students Achieve

Demonstrate belief and hold self and others accountable for reaching high academic achievement of all students.

Foster and inspire a clear and compelling vision.

Be courageous in addressing matters of equity, race, and bias in decision-making.

Leadership, Influence and Effective Communications

Communicate effectively, tailoring messages for the audience, context, and mode of communication.

Navigate politically complex structures, relationships, and dynamics to challenge ideas and enable thoughtful decisions and positive outcomes for students.

Maintain visibility and work collaboratively with diverse stakeholders at all levels.

Prepares the CFO and Superintendent for effective decision-making conversations, anticipating and organizing key questions and data that support productive discussions to direct key fiscal priorities.

Builds coalitions and works collaboratively with diverse stakeholders at all levels of the organization.

Strategic Planning and Effective Execution

Exhibits outstanding critical thinking skills, including the ability to analyze data, identify trends, pinpoint problems and root causes, ask probing questions, and develop innovative solutions.

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Demonstrates excellent execution and leadership skills and the ability to successfully lead employees in balancing multiple projects with clear deadlines.

Possess a deep understanding of systems-level operations, management, and organizational design in order to deliver desired outcomes for the district.

Collaborates with civic and political leaders in the commitment to securing more equitable state funding for schools and districts.

Team Leadership and Management

Gains the trust and respect of all staff, cultivating personal accountability among staff for excellent service, problem solving, and efficient budget processes.

Build and lead a large, diverse staff; delegate and leverage the team effectively to achieve ambitious goals.

Assess team and individual skills and identify development needs; provide feedback and support to improve practice, build capacity, and maximize talent.

Promote professional learning and utilize effective adult learning techniques.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.