

**DeKalb County School District
Position Specification**

Title: **Deputy Chief Financial Officer**

DIVISION: Finance
DEPARTMENT: Finance
REPORTS TO: Chief Financial Officer
RETIREMENT: Teachers Retirement System

GRADE/SCHEDULE: ASP
WORKDAYS: 246
FLSA STATUS: Exempt
APPROVED (HR): July 1, 2020

GENERAL STATEMENT OF JOB

Under limited direction, assists the Chief Financial Officer (CFO) in managing the financial planning, analysis, and reporting functions for the DeKalb County School District by ensuring the administration of the district’s financial affairs are in compliance with all applicable federal, state, and local government requirements.

SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Functions:

The following duties are representative of this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

<ul style="list-style-type: none"> Assists with providing executive direction to executive directors/directors and other staff for all aspects and daily operation of all financial services groups, including but not limited to Accounting, Budget, Procurement, and Payroll
<ul style="list-style-type: none"> Assists the (CFO) in establishing strategic goals and objectives for assigned departments and drives the annual performance objectives; prepares for and conducts meetings with assigned financial services directors and other staff to review major projects and programs, reassign resources as necessary and establish priorities as required
<ul style="list-style-type: none"> Represents the district when assigned by the (CFO) in his/her absence at internal and external meetings; participates in the decision making of policy recommendations and strategic planning as a member of the Superintendent’s Senior Cabinet
<ul style="list-style-type: none"> Assists the (CFO) with the budget process from preparation to the adoption of the budget
<ul style="list-style-type: none"> Oversees the financial and operational
<ul style="list-style-type: none"> Coordinates all functions of the Financial Services Division to include scheduling, development, and implementation of new programs and other technology improvements
<ul style="list-style-type: none"> Develops ongoing and collaborative relationships with internal and external stakeholders to ensure adherence to internal controls and the timely and accurate processing of all financial transactions
<ul style="list-style-type: none"> Communicates with the public through telephone inquiries, public meetings, and special appearances; represents the district at a variety of meetings and conferences; investigates and resolves public inquiries and complaints. Attends all Board of Education meetings and prepares reports for the Board as requested by the Superintendent
<ul style="list-style-type: none"> Guides and manages all staff under the financial scope of services including executive, management, and support staff; Initiates and coordinates meetings with staff; drives strategic initiatives to continuously build capacity in the core areas of people, processes, tools, and leadership
<ul style="list-style-type: none"> Performs other duties as assigned

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MINIMUM QUALIFICATIONS

- Master's degree in Finance, Business, Accounting, Public Administration, or closely related area from a Georgia Professional Standards Commission approved accredited college or university required.
- Minimum seven (7) years of managerial experience related to the management of financial operations and sufficient experience to successfully perform the essential duties of the job.
- One or more of the following certifications are preferred:
 - Government Finance Officers Association (GFOA) – Certified Public Finance Officer Program
 - Association of School Business Officials (ASBO International) - Certified Administrator of School and Financial Operations
 - Certified Government Financial Manager (CGFM)
 - Finance Officer Certification (FOC)
 - Carl Vinson Institute of Government – Government Professional Certificate Program
 - Valid Georgia Professional Standards Commission approved certificate in educational leadership at level L-5, NL-5, PL-6, or above required. If a level L-5, NL-5, PL-6, or above certificate is not held, the individual must be eligible for the NPL certificate in educational leadership or Support Personnel License from the Georgia Professional Standards Commission (HR applies for SPL upon hire)

KNOWLEDGE, SKILLS & ABILITIES

- **Leading Change** - Involves the ability to bring about strategic change, within and outside the organization, to meet organizational goals. Inherent to this is the ability to establish an organizational vision and implement it in a continuously changing environment.
- **Leading People** - Involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.
- **Results Driven** - Involves the ability to meet organizational goals and customer expectations. Inherent to this is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.
- **Business Acumen** - Involves the ability to manage human, financial, and information resources strategically.
- **Building Coalitions** - Involves the ability to build coalitions internally and with other districts, federal agencies, state and local governments, and nonprofit and private sector organizations to achieve common goals.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all sedentary criteria are met.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas using the spoken word. Those activities in which one must convey detailed or important spoken instructions to others accurately, loudly, or quickly.

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Hearing: Ability to receive detailed information through oral communication and make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects with the eye. Acuity (near and far vision), depth perception (three-dimensional vision), accommodation (adjustment of lens to the eye to bring an object into sharp focus), the field of vision (the area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

PERFORMANCE FACTORS

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal, or failure to communicate. Ability to be flexible relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only a few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with people who may be angry, demanding, or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given precise directions relative to work steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.

Environmental Factors: Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.); Atmospheric conditions (fumes, odors, dust, gases, poor ventilation); Travel

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