



OFFICE OF HUMAN RESOURCES

Job Information

Job Title: <i>Chief Financial Officer</i>	Last Revised/Approved: <i>06/09/2017</i>
Job Code:	Reports To: <i>Superintendent</i>
Office: <i>Office of Finance</i>	Department: <i>N/A</i>

Compensation Information

Pay Grade: 18A	Pay Range: \$132,965 – 159,355 (\$145,620)
FLSA Status: Exempt	Term of Employment: <i>FT</i>

Position Summary/Purpose:

Responsible for overseeing all fiscal and fiduciary responsibilities for the school district. Provides direction for District finances, including development of a sound financial strategy, metrics that tie in to the District's overall strategy, leadership and control systems designed to preserve district assets. Plans, directs, coordinates and maintains the integrated financial and risk management functions for Milwaukee Public Schools (MPS), in accordance with generally accepted accounting principles (GAAP) issued by the Governmental Accounting Standards Board (GASB) and other regulatory and advisory organizations. Collaborates with the senior team to ensure successful integration of shared business processes. Analyzes, diagnoses and provides alternative solutions to the district's fiscal issues and concerns. Provides financial services data and periodic reports for the Milwaukee Board of School Directors, the superintendent and outside agencies as requested.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

Essential Functions:

- Plans, directs, develops and maintains an integrated fiscal and risk management functions for Milwaukee Public Schools (MPS) which supports the district's financial functions.
- Serves as the principal advisor to the Board of School Directors, superintendent and senior team in matters related to financial activities, compliance, efficiencies, investments and strategies. Ensures the metrics are maintained in order to run the operations.
- Establishes and maintains clear financial authoritative levels. Directs and oversees the activities of finance and accounting, procurement, accounts payable and receivable, risk management, budget and financial planning, grant development, payroll, cash and debt management and financial reporting.
- Ensures adequate cash flow to meet the district needs, to include securing debt proceeds and debt management.
- Oversee the preparation and development of a financially feasible 10-year capital funding program incorporating corrective measures as needed to address deferred maintenance needs.

- Provides leadership in the development for the continuous evaluation of short and long-term strategic financial objectives. Works with department leaders to establish long- and short-term plans, programs and objectives.
- Forecasts revenues and trends for the district, analyzes and reviews budgetary and financial guidelines and authorizes expenditures in accordance with established policies.
- Ensures that the accounting and procurement operations of MPS are in compliance with state, federal and local laws, board policies and generally accepted accounting principles (GAAP). Reviews federal, state and local legislation for impact on MPS.
- Coordinates with the internal audit staff to identify problem areas in financial accountability and to take corrective action.
- Maintains a close working relationship with financial management officials from other agencies and peers, such as Milwaukee County, the City of Milwaukee and other public sector entities. Benchmarks practices of other government agencies and school systems.
- Builds, maintains and manages a competent team to perform the assigned tasks, to include work allocation, training, and problem resolution, evaluating performance and making recommendations for personnel actions according to the policies and procedures of MPS and direction provided by the School Board.
- Ensures the organization has a system of adequate internal controls to safeguard the assets and create accurate financial reporting. Serves as a member of the senior team and participates in strategic planning and financial operations activities.
- Safeguards and acts as a steward for the assets of the district.
- Attends seminars, conferences and serves on external committees and boards as a representative of MPS as requested.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Position requires a master's degree from an accredited college or university in business administration, accounting, finance or related field.
- Additional education to include a JD is desired.
- Designation as a certified public accountant is desired.
- Driver's License (must have personal transportation available).

Experience Requirements:

- Position requires at least ten years of progressively responsible experience in a large, multi-faceted organization.
- Public sector experience is preferred.
- Demonstrated knowledge of advanced accounting theory and practice, cash management, investment strategies, public debt financing, budgeting, fully integrated financial management systems (ERP) and applicable federal and state rules, regulations and policies.
- Computer skills are required for this position.

Knowledge, Skills and Abilities:

- High level of integrity and dependability with a strong sense of urgency and results-orientation.
- Effective oral and written communication, negotiation and presentation skills are required.
- The ability to present financial data and information to stakeholders with non-financial backgrounds.
- Skill at organizing resources and establishing priorities.
- The ability to formulate, implement and evaluate cross-functional decisions that will enable the district to achieve its objectives.
- Demonstrated ability to develop unified financial management plans and the ability to develop budgets and control expenditures.
- Building complex financial models and forecasting trends and their impact on MPS is required. Investment and debt experience is required.
- Experience managing employees and budgets is required.

- Excellent teamwork skills are essential.
- The ability to develop effective working relationships with diverse individuals at all levels is required.
- Thorough knowledge of federal, state and local laws, Board policies and regulations related to financial management, reporting and internal controls is required.
- Must have excellent planning and organizational skills and efficiency as a financial leader.
- A strong working knowledge of computer applications to include MS Office software, the MPS website and numerous internal databases and accounting software is required.
- Must be able to coordinate the activities of several areas all having numerous responsibilities with varying deadlines.
- The ability to gather data, compile information and prepare reports is required.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office or school environment
- Position may be required to work additional hours, including attendance at Board meetings, outside of the normal business day as a regular part of the job
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.