



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Chief Financial Officer
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8590
<b>Reports to:</b>	Superintendent
<b>FTE:</b>	1.0 FTE
<b>Union Eligibility:</b>	Not Eligible
<b>Salary:</b>	Starting at \$165,000

**Position Summary:**

The Chief Financial Officer (CFO) at Saint Louis Public Schools serves as a pivotal member of the senior leadership team, responsible for steering the district's financial strategy and operations. The CFO is responsible for the overall financial health, planning, and management of the district. This role will oversee strategic financial initiatives, maintain fiscal integrity, and ensure compliance with federal, state, and local regulations, particularly in relation to public education funding, grants, bonds, tax-related requirements and Proposition S.

**Essential Functions:**

**Strategic Financial Leadership**

- Lead financial planning and strategy in alignment with the district's goals and long-term sustainability.
- Collaborate with district leadership to support initiatives to secure funding for educational improvements, infrastructure, and capital projects.
- Provide financial insights on educational policies that impact school funding, ensuring the district maximizes resources and opportunities for improvement and future resilience.

**Governmental Obligations and Bonds (GOB)**

- Oversee the management, issuance, and compliance of Governmental Obligation Bonds (GOB).
- Ensure all debt instruments, including defeasances, meet legal requirements for public notification and comply with regulations.
- Coordinate with external advisors, bondholders, and auditors to optimize the district's bond structure and achieve favorable financial outcomes.

**Grants Management**

- Manage state and federal grants, ensuring funds are used in accordance with grantor guidelines and regulations.
- Develop processes for securing new grant funding opportunities and ensure proper tracking and reporting of grant expenditures.
- Work with educational and community partners to maximize the impact of grant funding on the district's programs and services.

**Compliance with State and Federal Regulations**

- Ensure compliance with all state and federal laws governing public school finance, including reporting, budgeting, and auditing requirements.
- Implement internal control systems to meet the financial standards and guidelines for public entities, as well as nonpublic entities operating within the district.
- Lead the preparation and submission of required financial reports to governmental agencies in a timely and accurate manner.



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**Proposition S**

- Oversee the financial management and implementation of **Proposition S**, a key bond initiative approved by the voters to fund capital improvements across the district.
- Ensure Proposition S funds are allocated effectively and transparently to support critical infrastructure improvements, including building repairs, renovations, and the construction of new school facilities.
- Coordinate with district stakeholders, contractors, and community partners to ensure that Proposition S projects are completed on time, within budget, and meet the district's educational and safety standards.
- Provide regular updates to the public, school board, and community stakeholders on the status of Proposition S projects, ensuring transparency and accountability in the use of taxpayer-approved funds.

**Nonpublic Entities and Partnerships**

- Manage financial relationships and agreements with nonpublic entities, ensuring compliance with legal, financial, and ethical standards.
- Oversee payments, partnerships, and agreements with private organizations that provide services or funding to the district.

**Tax and Defeasance Requirements**

- Oversee the district's compliance with all tax-related obligations, ensuring public notifications related to taxes and defeasance of bonds are issued appropriately.
- Ensure transparent and timely reporting to the community and stakeholders on the district's tax position, bond-related defeasances, and other financial obligations.

**Public Notification and Transparency**

- Ensure the district meets all requirements for public notification regarding taxes, bond defeasances, and other significant financial matters.
- Develop clear and transparent communication strategies for financial matters impacting taxpayers, community stakeholders, and other parties.

**Budget Oversight and Cost Management**

- Direct the preparation of the annual budget, including all aspects of school funding, general operations, and special projects.
- Develop and implement financial strategies to optimize cost management while supporting the district's mission to enhance educational outcomes.

**Educational Policy and School Funding**

- Analyze and provide insights into educational policies at the local, state, and federal levels that affect school funding.
- Advocate for policies that enhance financial resources for the district and work to mitigate the impact of policies that may limit funding or increase financial constraints.

**Audit and Risk Management**

- Oversee the district's internal and external audit processes, ensuring all financial reports and processes comply with established guidelines and standards.
- Develop and maintain risk management strategies, ensuring the district is protected from potential financial, legal, or operational risks.

**Team Leadership and Development**

- Lead and develop the finance team, fostering a culture of collaboration, innovation, and continuous improvement.



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- Provide professional development opportunities to ensure the finance team remains knowledgeable and compliant with emerging trends, regulations, and best practices.

**Expertise in Enterprise Resource Planning (ERP) Systems**

- Lead the integration and optimization of ERP systems to enhance financial management and organizational efficiency.
- Drive strategic ERP initiatives to improve data accuracy, operational compliance, and decision-making.
- Foster innovation within the finance department through effective use of ERP technology.

**Efficiency and Innovation**

- Drive the adoption of financial technologies and processes that improve efficiency, reduce manual workloads, and facilitate strategic decision-making.
- Utilize Business Intelligence (BI) as an essential tool to make data-driven decisions and optimize financial performance.

**Knowledge, Skills, and Abilities:**

- Strategic thinker with the ability to navigate complex challenges and lead through change.
- Exceptional communicator capable of bridging finance with other domains, such as IT and human resources, to foster a collaborative environment.
- Strong organizational leadership skills
- Deep commitment to the mission of public education and the success of all students, with a focus on equity and access.
- Continuous professional development in areas related to finance, technology, and education policy is highly valued.

**Experience:**

- At least 10 years of experience in financial management and senior leadership experience, with a significant portion in the public sector or education, demonstrating a deep understanding of the challenges and opportunities in these areas.
- Proven track record of successful financial strategy development and implementation, including during periods of change or crisis.

**Education:**

- Bachelor's degree in Business Administration, Finance, accounting, or a related field.
- CPA, MBA, or SFO (Preferred).

**Physical Requirements:**

- 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, and pull or otherwise move objects, including the human body
- Must be physically able to operate a variety of equipment including computers, copiers, adding machines, etc.
- Light work usually requires walking or standing to a significant degree.

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment.



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- Very limited or no exposure to physical risk.

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

\_\_\_\_\_

Date

\_\_\_\_\_

Immediate Supervisor

Date

\_\_\_\_\_

Human Resources

Date

***In connection with hiring for this position, the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status, or national origin.***