

**MUSTANG PUBLIC SCHOOLS**  
MUSTANG, OKLAHOMA

Title:	Chief Financial Officer (CFO)
Qualifications:	Degree in Business, Accounting, or Finance, or relevant public school experience required; have a working knowledge of and experience in school finance; Master Degree preferred
Reports to:	Superintendent of Schools

**PERFORMANCE RESPONSIBILITIES:**

1. Oversees and supervises the functions of payroll, accounts payable, activity fund, treasurer, assistant treasurer, bank couriers and Child Nutrition Department.
2. Supervises and evaluates all business department personnel and the Director of Child Nutrition.
3. Reviews the FR3 for accuracy prior to submission to the State Department of Education.
4. Compiles and publishes the year-end receipts and expenditures by July 31 of each year.
5. Works with the Independent Auditor in preparing the budget for the current year.
6. Prepares the annual budget and presents it to the Board of Education.
7. Prepares monthly board reports of current and projected revenue and expenditures for all appropriated funds.
8. Supervises and verifies coding of all expenditures for school district purchases for all funds including activity in accordance with the Oklahoma Cost Accounting System.
9. Coordinates with other administrators in determining cost projections and payroll projections for negotiating purposes.
10. Reviews all federal claims. Works with the Director of Federal Programs on expenditures processed for the current plan year.
11. Communicates with the staff, Board of Education, patrons and community as requested.
12. Works with the staff and the Financial Advisor for bond projections and sinking fund mills.
13. Coordinates with all department heads in matters of budgets, requisitions, employee payments, federal programs and state reports as required.
14. Reviews and coordinates any law changes that affect finances on an as needed basis.
15. Serves on committees as assigned when involving financial information.
16. Attends board meetings and prepares reports upon request.
17. Maintains confidentiality.
18. Abides with all district, state and federal laws, policies and procedures.
19. Performs other duties as assigned by the Superintendent of Schools.

**TERMS OF EMPLOYMENT:**

Number of days and compensation based on Board approved administrative salary schedule and the employee work calendar.

**EVALUATION:**

Job performance will be evaluated annually by the Superintendent of Schools.

**PHYSICAL DEMANDS:**

Ability to stand, walk, squat frequently.  
Ability to lift up to 10 pounds frequently.

Adopted: 02-01  
Revised: 10-09-06  
Revised: 12-08-08  
Revised: 12-8-14