

**WEST VIRGINIA SCHOOLS FOR THE DEAF AND THE BLIND  
JOB DESCRIPTION**

**TITLE:** Chief Financial Officer

**GENERAL RESPONSIBILITY:** Prepares all state required budget and finance documents, establishes the annual budget for the departments of the WV Schools for the Deaf and the Blind (WVSDB), plans with the Superintendent for prudent fiscal management of the WVSDB. Works cooperatively with WV Department of Education personnel, WVSDB staff, and community representatives to implement good business practices for attaining the goals of the WVSDB as they relate to fiscal integrity and accountability.

**RELATIONSHIP:** Responsible to the Superintendent.

**GENERAL QUALIFICATIONS:** Minimum of a bachelor's degree in accounting or related field. Master's in Business Administration or related field and/or CPA licensure preferred. Knowledge of federal and state funding procedures and a minimum of three years supervisory experience preferred. Have or acquire manual communication skills at the level stated in the WVSDB Communication Policy

**HOURS OF WORK:** Seven and one half hour work day. Five days per week. Other hours as required.

**FUNCTIONS AND DUTIES:**

1. Follow applicable school and departmental policies and procedures as well as State regulations and State Board of Education policies.
2. Demonstrate high levels of performance through such activities as:
  - a. Making good work judgments.
  - b. Planning and organizing work thoroughly and efficiently.
  - c. Maintaining high quality of work
  - d. Accepting responsibility
  - e. Following instructions
  - f. Functioning efficiently under stress
  - g. Properly operating and caring for equipment
  - h. Coordinating work with others
  - i. Communicating regularly with the Superintendent to accomplish the goals of the WVSDB
3. Demonstrate positive work habits by such activities as:
  - a. Maintaining good attendance
  - b. Complying with rules
  - c. Meeting schedules
  - d. Accepting changes
  - e. Maintaining work area in a neat manner
  - f. Taking initiative
  - h. Maintaining positive attitude
  - i. Conveying to the Superintendent concerns and recommendations of the staff under supervision
4. Develop and update school policies as requested.
5. Keep records and submit reports (written and oral) as requested. Records shall be maintained in accordance with regulations and policies governing confidentiality.
6. Attend departmental and general staff meetings as requested.
7. Supervise staff as assigned by Superintendent.
8. Other duties as assigned.

**SALARY:** Professional Scale (12 month exempt), 261 day contract. Compensation based on salary classification, supplement, and years of service.

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**GENERAL CLASSIFICATION:** Administrative Staff

**SPECIFIC POSITION:** Chief Financial Officer

**Performance Responsibilities:**

1. Acts as administrative fiscal officer for WVSDB.
2. Develops and manages the annual budget for WVSDB; compiles annual budget requests from administrators for recommendation to the superintendent.
3. Maintains budgetary controls to ensure that expenditures are made in accordance with the approved budget.
4. Monitors all budget categories and provides fiscal information as required.
5. Monitors the allocation of fiscal resources to system programs, related communications, receipts, and financial analysis.
6. Receives requests to adjust budget accounts and recommends to the superintendent approval for budget transfers.
7. Receives and reviews all supplemental budget projects and recommends to the superintendent approval for budget supplements.
8. Prepares monthly financial statements of all funds maintained by WVSDB and presents copies of the reports to the superintendent, the State Board of Education if requested, and other interested parties.
9. Prepares annual financial statements in accordance with generally accepted accounting principles, publishes the statements, and submits copies to the superintendent, the State Board if requested, and other interested parties.
10. Responsible for the capital assets inventory system.
11. Provides for a uniform system of financial accounting for the individual schools and various other departments.
12. Responsible for providing periodic training on the financial reporting requirements of the individual schools; ensuring that annual audits are conducted of all school accounts; and following up on all findings noted to ensure that they are resolved within a timely manner.
13. Works closely with all departments to develop all revenue sources fully to maximize resources for WVSDB.
14. Submits all required reports to the State Board of Education in an accurate and timely manner.
15. Maintains those ethical business processes required for the efficient financial operation of the school system.
16. Participates in administrative decision making as a member of the superintendent's management team.
17. Follows the established personnel evaluation procedures for all staff members in the business office.
18. Utilizes self-appraisal for the improvement of administrative skills.
19. Demonstrates unbiased attitudes in fulfilling administrative responsibilities.
20. Serves on various standing and ad hoc committees.
21. Performs such other tasks and assumes such other responsibilities as the superintendent may assign.