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MILWAUKEE PUBLIC SCHOOLS
DEPARTMENT OF HUMAN RESOURCES

Administration Building
5225 West Vliet Street
P. O. Box 2181
Milwaukee, WI 53201-2181
Area 414: 475-8205

POSITION DESCRIPTION

JOB TITLE: Chief Accountability Officer Job Class:		
DATE	DEPARTMENT OR SCHOOL Board Governance	DIVISION Office of Board Governance
BARGAINING UNIT: ASC-Exempt		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Brings transparency, oversight and accountability to the financial operations and fiscal performance of the district. Recommends solutions in furtherance of fiscal stewardship for Milwaukee Public Schools. Provides quarterly reports to the Milwaukee Board of School Directors (MBSD) which includes annual performance and accountability data offering projections on the district's financial health. Chief Accountability Officer has responsibility for: accounting, financial reporting, insurance and risk management, contract compliance and revenue management. Maintains a strong internet reporting presence, publicizing district financial information, advancing fiscal efficiencies and promoting transparency.		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Provides the district with essential accounting oversight to include expense control, general ledger, financial statement preparation, accounts receivable, accounts payable, cash management and safeguarding of assets.
2. The Chief Accountability Officer (CAO) monitors cash reserves and investments, maintains independent financial files and records, issues quarterly reports and reports on variances, provides advice and recommendations on preparation of the annual budget.
3. Conducts an annual, system-wide analysis and financial forecast, resulting in an annual performance and accountability report for the School Board. Prepares independent recommendations regarding fiscal management. The report is made public via the website upon presentation to the Board.
4. Maintains the Comprehensive Annual Fiscal Report (CAFR) and the annual performance and accountability reports to reflect the accrual accounting standards and conclusions.
5. Maintains an independent website and regularly reports to the general public. The website serves as a central repository of financial information (and social networking sites?).

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6. The CAO and the Department of Insurance and Risk Management Services maintain responsibility for district insurance, risk management and benefit actuarial functions.
7. Monitors compliance for all contracts, including charter and partnership school contracts, and reports trends and findings in the annual performance and accountability report.
8. Communicates to Revenue Management Services all grant, endowment and gift receipts to the district. Regularly reviews grants and offers recommendations for management of grant funds.
9. Actively supports the MPS Strategic Plan.
10. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Direction only provided by the Milwaukee School District Board Clerk.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Functional supervision as necessary over various staff on an as needed basis.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a Master's degree in Accounting, Finance or Business Administration and designation as a Certified Public Accountant (CPA). Knowledge of actuarial science is preferred.

Experience Requirements

A minimum of eight years experience in a mid to large size organization as a Comptroller, Chief Financial Officer or the equivalent is required. Private sector experience is preferred.

Knowledge, Skills, and Abilities

Effective oral and written communication skills and outstanding presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills and efficiency as a financial leader. Must be able to work well under pressure and handle many projects with varying deadlines. A strong working knowledge of computer applications to include MS Office software, the MPS Portal and numerous internal databases is required. Basic fluency in Internet media is required. 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.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

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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.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.