



**OFFICE OF HUMAN RESOURCES**

<b>Job Information</b>	
<b>Job Title:</b> Chief Financial Officer	<b>Last Revised/Approved:</b> 2019
<b>Job Code:</b> 0136	<b>Reports To:</b> Superintendent
<b>Office:</b> Office of Finance	<b>Department:</b> School Finance

<b>Compensation Information</b>	
<b>Pay Grade:</b>	<b>Pay Range:</b>
<b>FLSA Status:</b> Exempt	<b>Term of Employment:</b> FT

**Position Summary/Purpose:**

Plans, directs, coordinates and maintains the integrated financial services program for Milwaukee Public Schools (MPS). 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 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:**

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ Does the job exist to do this function?
- ✓ Would taking this function from the job fundamentally change the job?
- ✓ Would there be significant consequences if this function were not performed?
- ✓ Can other employees do this function if necessary?
- ✓ How much time per week is spent doing this function?
- ✓ Do people in similar positions elsewhere do this function?

- Plans, directs, develops and maintains an integrated financial services program for Milwaukee Public Schools (MPS) which supports the district’s financial services.
- Serves as the principal advisor to the Board of School Directors, superintendent and senior team in matters related to financial service, 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, budget and planning, grant development and payroll.
- Directs and oversees the operations of the School Nutrition and the Community Recreation departments.
- Works with department leaders to establish long- and short-term plans, programs and objectives.
- Forecasts budgets and trends for the district, analyzes and reviews budgetary and financial guidelines and authorizes expenditures in accordance with established policies.
- Ensures that the accounting 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, 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 and conferences 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 or finance.
- Designation as a certified public accountant is desired.

### ***Experience Requirements:***

- Position requires at least ten years of progressively responsible experience in a large, multi-faceted organization.
- Public sector experience is preferred.

### ***Knowledge, Skills and Abilities:***

- Outstanding oral and written communications skills, negotiation skills and presentation skills are essential.
- Skill at organizing resources and establishing priorities.
- 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 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 and 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 Portal 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, 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 requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

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.