



Division of Human Resources
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**Aurora Public Schools
Aurora, Colorado
Vacancy Announcement**

Chief Financial Officer

JOB TITLE: Chief Financial Officer
LOCATION: Aurora Public Schools, Aurora, Colorado
PAY RANGE: Range 11, Beginning at \$110,978
WORK YEAR: 261 days / Year-Round
DIVISION: Finance
REPORTS TO: Superintendent of Schools

APPLICATION PROCEDURE:

Please visit <http://www.aps.k12.co.us/hr/nonprocedure.html> to complete an online application. Reference APS job number 6505.

DISTRICT AND DIVISION BACKGROUND:

Aurora Public Schools is the sixth largest school district in the state of Colorado with over 35,000 students and over 5,000 staff members. In 2009, APS had the largest Colorado Student Assessment Program (CSAP) growth in six years and earned more than \$7 million in scholarships. The staff of Aurora Public Schools is committed to excellence. APS has received 25 consecutive Certificates of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada. The APS community has continued to show support through the passage of both a bond and mill override measure in the November 2008 election.

SUMMARY:

The CFO is responsible for advising the superintendent and school board on the financial and budget matters of the district. The CFO prepares and administers the district budget, guides the development of long-term capital financing methods, directs and supervises all business/finance functions including accounting, payroll, budgeting, accounts payable, nutrition, purchasing, warehousing, printing and grants while adhering to district policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Direct the receipt, management of investments and expenditures of the district's funds to insure proper and maximum returns on these funds. Forecasts short- and long-range cash requirements and obligations as a basis for sound financial funding mechanisms.

2. Provide leadership for the development, maintenance, enhancements and continual improvement to the district's comprehensive financial data systems.
3. Serve on the superintendent's leadership team.
4. Direct the grants management programs to ensure maximum and effective participation in all available local, state, and federal grants.
5. Assure protection of the assets of the district by enforcing and promoting internal controls, internal auditing, and ensuring proper insurance coverage.
6. Act as the district's representative on statewide school finance committees. Provide advice to the district's lobbyist on all school finance legislation.
7. Direct the preparation of the Comprehensive Annual Financial Report and other reports as required by the board of education and state and federal agencies to assure compliance with the law. Direct the external audit processes.
8. Direct the Nutrition Services program and serve on the board of directors of the Joint School District's Workers Compensation Self-Insurance Pool and the Excess of Loss Self-Insurance Pool.
9. Direct the preparation and implementation of the district budget to insure compliance with state laws and alignment with district goals.
10. Direct the administrative activities required for all financial aspects of budget override and school-bond-issue elections.
11. Initiate school board policy development on business and budget related matters of the district.
12. Provide financial advice on the district's negotiations with employee groups to allow negotiation settlements to be within budget. Serve on the district's negotiation team.
13. Act as the district's representative in the purchase or sale of property.
14. Other duties may be assigned.

EDUCATION AND TRAINING:

Master's degree in business, accounting, finance, public or education administration required.

EXPERIENCE:

Over five and up to and including seven years of experience in public sector financial management including increasing supervisory responsibility and administration of governmental accounting systems.

SKILLS, KNOWLEDGE, EQUIPMENT, & OTHER:

1. Knowledge of and experience with practices and trends in school business service areas.
2. Ability to work collaboratively and in a collegial leadership team.
3. Advanced interpersonal communication skills, including written and oral communications.
4. Some experience in planning, evaluation, governmental accounting and financial systems, budgeting, reporting, payroll, public school finance, purchasing and warehousing, nutrition services, and grants management. Must have the

commitment to efficiently and effectively use resources and the desire to apply creative initiative in time of shrinking financial resources.

5. Operating knowledge and experience with personal computer systems, financial systems and basic office equipment.
6. English language skills required.

SUPERVISION/TECHNICAL RESPONSIBILITY:

Directly supervises seven employees in the Finance Division and indirectly supervises over 200 employees through direct reports. Positions directly supervised include director, materials management; director, grants management; director, nutrition services; director, finance; lead, payroll; budget manager; and assistant to the chief financial officer. Positions indirectly supervised include senior accountant; accountant; accounting trainer; budget accountant; accounting technician; functional analyst; secretary; accounts payable clerk; clerk, department; payroll specialist; budget and finance technician; nutrition services staff; senior buyer; buyer; warehouse supervisor; warehouse worker II; warehouse worker I; grants coordinator; budget and finance technician; printing manager, printing specialist; designers; and technician.

The CFO carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; promoting and transferring employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

This position has sole responsibility for developing, administering, monitoring and coordinating the district budget and initiating requisitions. Also responsible for participating and recommending all budgets district-wide for board approval. Responsible for developing, coordinating, monitoring, and administering budgets in the areas of finance, accounting, accounts payable, payroll, budget, purchasing, warehouse, grants management, nutrition services, audit, banking, and debt service.