



# Longview Independent School District

## JOB DESCRIPTION

### ASSISTANT CHIEF FINANCIAL OFFICER

|                    |  |                          |                  |
|--------------------|--|--------------------------|------------------|
| <b>JOB TITLE:</b>  | Assistant Chief Financial Officer              | <b>WAGE/HOUR STATUS:</b> | Exempt           |
| <b>REPORTS TO:</b> | Assistant Superintendent, Business and Finance | <b>TERMS:</b>            | 226 Days         |
| <b>DEPARTMENT:</b> | Administration                                 | <b>PAY GRADE:</b>        | Administrative 7 |

---

#### PRIMARY PURPOSE:

Assist with directing and managing the operation of all financial and business affairs of the district including accounting, purchasing, data processing, facilities, maintenance, transportations, food, printing services, custodial operations, and construction projects

#### QUALIFICATIONS:

##### Minimum Education/Certification:

Master's degree in business related field or educational administration from an accredited college or university, preferred

Valid Texas mid-management certificate, other appropriate Texas certificate, including Certified Public Accountant

##### Minimum Experience:

Five years of progressively advanced experience in school business management, preferred

#### MAJOR RESPONSIBILITIES AND DUTIES:

The Assistant Chief Financial Officer, under the direction of the Assistant Superintendent for Business and Finance shall:

1. Assist with the business affairs of the district, keeping him informed on the current and projected financial condition of the district
2. Assist with the collection of all funds (except taxes) due to the district and depositing these funds in the manner prescribed by law
3. Assist with the disbursement of district funds in accordance with board policy, the adopted school budget, and state and federal law



# Longview Independent School District

## JOB DESCRIPTION

## ASSISTANT CHIEF FINANCIAL OFFICER

### MAJOR RESPONSIBILITIES AND DUTIES: (continued)

4. Assist with the financial accounting system, in conformity with state and national school accounting standards and requirements, sufficiently adequate to record in detail all transactions affecting the acquisition, custodianship, and disbursement of funds
5. Assist with preparing and submitting monthly financial statements to the Assistant Superintendent for Business Services which reflect the true financial condition of the district
6. Assist with auditing all expense accounts, bills, contracts, reports to state and federal agencies
7. Assist with organizing and administering the payroll system for district employees
8. Assist with preparing the official school budget
9. Assist with administering the district's workers' compensation program, representing the district at board meetings, coordinating the processing of injury reports and claims payments, and appearing at arbitration meetings as necessary
10. Assist with administering the board's policy on the use of school properties (except athletic facilities) by non-school agencies
11. Assist with the proper filing of real estate deeds and abstracts, titles to motor vehicles, contractual agreements, and other official documents involved in business transactions
12. Comply with district policies, as well as state and federal laws and regulations
13. Adhere to the district's safety policies and procedures
14. Maintain confidentiality in the conduct of district business
15. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
16. Demonstrate regular and prompt attendance
17. Other duties as assigned



# Longview Independent School District

## JOB DESCRIPTION

# ASSISTANT CHIEF FINANCIAL OFFICER

### SUPERVISORY RESPONSIBILITIES:

Designated professional and paraprofessional employees

### EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment

### WORKING CONDITIONS:

#### Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

#### Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

### EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the board's policy of evaluation of administrative personnel.

---

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ESTABLISHED/REVISED: Feb., 2017