

## CHIEF FINANCIAL OFFICER – JOB DESCRIPTION

### **About City Schools**

Every day, students walk through the doors of Baltimore’s schools filled with talent, dreams, and enormous potential. Our responsibility is to provide the world-class education that will empower them to hone their gifts and develop the skills they need to pursue the future that calls them. Baltimore City Public Schools New Blueprint lays out how we will move toward our goal of building a generation of young people with the skills, knowledge, and understanding to succeed in college, careers, and community — not just here in Baltimore, but in any city in the world. Our comprehensive approach was designed to ensure that all students have access to high-performing schools that meet their needs and interests, no matter where they live in the city. We will turn a deep focus to work in [three key areas: Student wholeness, Literacy and Staff leadership](#)

### **About Chief Financial Officer Role**

The Chief Financial Officer has broad responsibility to serve on the CEO’s cabinet and spearhead City Schools’ financial strategy to support effective budget planning, maximize available funds, and ensure equitable distribution of resources to support student success. The CFO is a strategic thought partner and advisor to district and school leaders, and is responsible for the administration and oversight of all financial activities including budget, accounting, payroll, grants administration, third party billing, and treasury. The CFO also oversees the district’s Food & Nutrition Services program, through which 100% of City Schools’ students receive free meals. The CFO sets goals and objectives that directs the management of fiscal resources in an excess of \$1.3 billion.

### **Essential Responsibilities and functions**

- **Strategic Financial Management Leadership**
  - Reports to the CEO and develops and leads the implementation of all financial activities including budget, accounting, payroll, grants administration, third party billing and treasury for City Schools.
  - Manages the performance and effectiveness of the Office of Finance, including the successful implementation of financial/budget goals, support to schools and employees, and the creation and monitoring of City Schools’ budget, ensuring that resources are strategically aligned to the vision and goals of the CEO.
  - Works closely with departments as a strategic thought partner, providing helpful data and processes to support effective financial and budgeting decisions that support positive student outcomes.
  - Provides appropriate supervision, mentoring, and development opportunities to assigned staff, including staff performance reviews and professional growth plans to keep staff updated on current financial practices.
- **Financial Roles and Responsibilities**
  - Ensures efficient and effective leadership of the district’s key fiscal and budget strategy and operations functions, including:
    - **Budget Activities**
      - Provides oversight of the district budgeting processes and procedures and ensuring training of principals and other managers in implementing and monitoring their annual budget expenditures.
      - Ensures district budget is translated into a business accounting system, and ensures the preparation of monthly financial reports to the Board of Directors.

- Ensures annual internal auditing processes and procedures exist and reports of accounting processes to Board of Directors.
- **Accounting and Payroll**
  - Oversees payroll processes and procedures in compliance with state and federal laws ensuring the timely and accurate process of payment to all City Schools' staff members.
- **Purchasing and Billing**
  - Oversees, recommends and enforces policies and procedures for purchasing adhering to state purchasing regulation.
  - Supervises processes and procedures for billing third party vendors and bidding in collaboration with COO leadership
  - Ensures the effective administration, accounting, and reporting of grant activities to ensure compliance of funding allocations.
- **Compliance**
  - Oversees all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board's policies and the professional standards.
  - Ensures financial compliance with state and federal laws and regulations and ensures consistent internal auditing of all process and procedures to remain in compliance with state and federal laws.
  - Responsible for ensuring district assessment, levy and tax collection procedures are followed as required by law; ensures reports outlining deposits or collection of taxes.

### **Key Competencies**

- **Communication and Team Leadership**
  - Effectively prepares the leadership team for effective decision-making conversations, anticipating and organizing key questions and data that support productive discussions to direct key fiscal priorities.
  - Actively listens to others, understands nuance, and effectively interprets motivations/perceptions.
  - Comfortable pushing a group's thinking and challenging ideas to enable better decisions.
  - Builds coalitions and works collaboratively with diverse stakeholders at all levels, including but not limited to district personnel, students, families, communities, and/or advocacy groups.
- **Vision and Courage to Ensure All Students Achieve**
  - Holds self and team accountable for high academic achievement of all students.
  - Comfortable addressing matters of equity, race, and bias in talent decision-making.
- **Strategic Planning and Effective Execution**
  - Exhibits a strong focus on goals and results. Sets clear metrics for success.
  - Proactively offers innovative solutions to seemingly intractable problems.
  - Demonstrates excellent execution and project management skills, including high level of attention to detail, ability to balance the big picture with detailed steps to reach the end goal, and ability to balance multiple projects under tight deadlines.
  - Prioritizes and aligns people, time, and resources to the most important issues.
- **Financial Management Expertise and Customer Service Orientation**
  - Deep understanding of effective systems for accounting, budget and payroll responsibility to maintain the highest quality of fiscal accountability for an organization like City Schools.
  - Emphasizes the importance of financial management's role serving the district's employees, managers, and especially students in every communication with internal and external stakeholders.

- Holds the highest customer service standards for themselves and others and enforces these expectations in their words and actions.

**Minimum Qualifications**

- Bachelor's degree in finance or related area. (Master's degree preferred). Degree must be from an accredited college or institution.
- Ten years (10+) related work experience in financial management preferably in a large public section educational environment, demonstrating expertise in several of the following areas: accounting, budget, procurement, payroll, grants administration, and financial compliance.
- Experience in implementing a new financial management information system for an organization of significant size.
- Experience overseeing supervisory/administrative/leadership experience in a large organization preferred.
- Proficient in the use of technical computer applications, including Microsoft Office

**Notice of Nondiscrimination**

Baltimore City Public Schools does not discriminate in any aspect of employment on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age.

**Compensation and Benefits**

Salary for this position is competitive and commensurate with prior experience. In addition, a comprehensive benefits package is included.

**For more Information**

Alma Advisory Group is supporting the search for this position. Please contact Yanika Daniels at [TalentSearch@AlmaAdvisoryGroup.com](mailto:TalentSearch@AlmaAdvisoryGroup.com) to submit your resume or for any questions.