POSITION NAME: Chief Financial Officer, Dallas ISD

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<th>JOB CODE: 1212.CHIEF FINANCIAL OFFICER.CFO.ADMN</th>
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REPORTS TO: Superintendent of Schools, Dallas ISD

SUMMARY: Direct, manage and coordinate the financial services related to the planning, development and implementation of policies, programs, and practices in support of the overall district. Provide counsel and assistance to other executive staff members and other divisions of the district through own departments. Actualize the goals of the Board of Trustees and the Superintendent of Schools through District-wide planning, direction, program initiatives, benchmarking and continuous improvement. Achieve the mission of refocused support and delivery of services to schools through day to day coordination and supervision of all aspects of staff departments.

MAJOR RESPONSIBILITIES:

1. Develop organizational strategies by contributing financial and accounting information, analysis, and recommendations to strategic thinking and direction; establish functional objectives in line with organizational objectives.
2. Implement and execute the strategic planning of financial operations for all district departments and divisions.
3. Provide financial leadership to the overall district and provide financial direction to the organization. Ensure full transparency over the financial performance of the district.
4. Develop with the approval of the Superintendent of Schools and in collaboration with the other Chiefs, the type of organization needed to accomplish the district’s objectives and programs.
5. Direct the establishment of ongoing financial operations to insure fiscal responsibility to meet the needs of the schools, community and taxpayers.
6. Direct the development of financial programs and methods to establish the standards and evaluation of performance.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive description of all work requirements and responsibilities, and management reserves the right to revise the job description or require that other responsibilities be performed when the job changes. Additionally, the minimum level of education notated as a requirement could be supplemented by commensurate experience and/or certification(s) or license(s) as determined by the HCM Director.

Revised: December 16, 2021
7. Direct the maintenance of district records and reports as deemed necessary on behalf of the Superintendent of Schools and other executive staff to keep the Board of Trustees informed of district progress and future plans.

8. Monitors financial performance by measuring and analyzing results; initiating corrective actions; minimizing the impact of variances.

9. Updates job knowledge by remaining aware of new regulations; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organization.

10. Accomplishes finance and organization mission by completing related results as needed.

11. Perform all other duties as assigned by the Superintendent of Schools or designee.

SUPERVISORY RESPONSIBILITIES: Assigned Personnel

QUALIFICATION REQUIREMENTS:

1. Bachelor’s Degree in Business Administration, Finance, Statistics or directly related field; MBA preferred

2. Professional financial designation preferred (CA, CMA, CPA, or CFP)

3. Demonstrated knowledge of public school finance, budgeting and accounting principles, gained through an extensive number of years of directly related experience.

4. Demonstrated knowledge of competitive bidding statutes and state purchasing procedures

5. Advanced computer skills and analytical skills.

6. Ability to strategize and solve large scale organizational problems.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to maintain emotional control under stress. Frequent standing, walking, pushing, and pulling; moderate lifting and carrying; some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. Travel throughout the district is integral to this job.

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