

**CITY SCHOOL DISTRICT - ROCHESTER,
NEW YORK
JOB POSITION DESCRIPTION**

Chief Financial Officer (CFO)

Position Title

(Superintendent's Employee Group-SEG)

May 2025

Date

Central Office

Location

Superintendent

Reports To

FUNCTIONAL DESCRIPTION OF UNIT:

The Chief Financial Officer (CFO) provides leadership, direction, and oversight of all financial operations within the district, ensuring fiscal responsibility, transparency, and alignment with the district's strategic priorities. The CFO administers the business affairs of the system in such a way as to provide the best possible educational services with the financial resources available, and is responsible for a financial management system that reflects the financial condition of the board of education on a timely and accurate basis. The CFO is responsible for advising the Superintendent and Board of Education on all budgetary and financial matters, ensuring resources are allocated effectively to support student success.

This role requires a deep understanding of public-school finance, urban district challenges, and compliance with state and federal regulations. The CFO ensures that financial decisions uphold equity, sustainability, and long-term district stability while adhering to recognized accounting and financial principles. The position also oversees budget planning, financial reporting, grants management, payroll, and procurement, working collaboratively across departments to ensure sound financial stewardship and operational efficiency.

ESSENTIAL RESPONSIBILITIES:

General

- Maintains an open line of communication with the Superintendent.
- Assists in performing all tasks required to achieve the District's mission.
- Trains and develops the financial unit staff to employ the best financial practices.
- Serves as a liaison for the school district in financial matters with external auditors, New York State Education Department, and federal, state, and local government officials.
- Works with the Superintendent and Executive Cabinet to implement the RCSD Strategic Plan by fostering professional relationships at the city, state, and national level.
- Ensures adequate controls and documentation are in place, which guarantees that District procurements are compliant with government auditing standards.
- Produces and manages the District's annual budget to support the Superintendent's key academic initiatives. This includes: interpreting legislative and programmatic guidance, ensuring all governmental regulations and requirements are distributed to staff, and monitoring compliance.
- Safeguards all District financial assets by enforcing and promoting an effective framework of internal controls.

- Acts as the Superintendent's representative at District Finance Committee meetings.
- Monitors banking activities of the organization.
- Manages cash flow to meet organizational needs.

Fiscal Management

- Maintains an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
- Establishes, implements and monitors internal budgetary and accounting procedures and records which: maintain transparency, conform to District, State and Federal policies and requirements, and incorporate encumbrance accounting.
- Maximizes revenue through the oversight of various functional areas and assigned staff responsible for revenue generating processes and activities.
- Supervises the maintenance of grant expenditures and accounting that meets the compliance and reporting requirements of all funding agencies.
- Authorizes fund transfers necessary to cover unanticipated expenditures in accordance with Board Policies and legal restrictions.
- Develops and supervises the maintenance and control of property classification and inventory systems for fixed assets and supplies.

Reporting

- Supervises preparation and transmits periodic financial reports to appropriate federal and state authorities.
- Prepares a variety of special reports on District operations at the request of the Board, Superintendent, and state and federal agencies.
- Supervises the preparation of reliable monthly financial reports and communicates any relevant information contained therein to the Superintendent or Board.
- Directs studies of financial transactions to prepare cost analysis reports for the Superintendent or Board.

Financial Planning

- Prepares long and short-term budgets and financial plans for use by administrators, Superintendent and Board to consider educational needs, population projections, development plans, staffing needs, and revenue projections.
- Supervises preparation and reviews monthly cash flow statement to aid in determining cash available for investment and/or borrowing needs.
- Coordinates with the City of Rochester to determine sources for current temporary borrowing and employs competitive bidding to obtain best interest rates based on repayment conditions and potential for reinvestment of borrowed funds.
- Coordinates with the City of Rochester to determine best available investment instruments and obtains quotations on interest rates considering investment amount, time of investment, and prevailing interest rates.
- Coordinates with the City of Rochester to establish annual calendar of payments on loans to assure availability of funds to meet debt service requirements.
- Coordinates with the City of Rochester to develop plans for long-term borrowings by use of capital notes and/or serial bonds, including the preparation of repayment schedules, development of data for bond sale prospectus, and arranging for sale of bonds in cooperation with bond consultants.
- Ensures that budgeting and resource allocation processes align with district equity goals, supporting fair distribution of resources and culturally responsive practices across schools.

- Oversees the fiscal, statistical, and business management information in support of State and Federal grant applications for District projects.
- Upon notification of an actual or potential change in resources or appropriations, evaluates the current or planned activities of the District, and on the basis of this evaluation and recommends to the Superintendent those particular budget reductions or additions for consideration.
- Communicates financial budget allocations to department heads to inform them of available funds, monitors that these department heads are adhering to the spending limits and budgetary constraints set forth, and identifies and recommends any necessary corrective actions to the Superintendent.
- Prepares legal notice for publication of changes in the adopted budget from the proposed budget.

Insurance Management

- Coordinates with Legal Counsel to develop the District's risk management program on the basis of evaluation of exposures and makes recommendations to the Board.
- Reports in writing on liability, real and personal property and other material covered losses to carrier and to Board.
- Obtains professional advice, if needed, in the analysis of premium quotations as basis for making placement recommendations.
- Coordinates with Legal Counsel to periodically audit insurance coverage against inventories, appraisals, liabilities, and replacement cost.
- Collaborates with Legal Counsel and Benefits Department to establish an insurance program calendar to assure timely review, renewal, revision, or cancellation.

Supervision

- Provides management and oversight of the Finance Business Unit, which includes Accounting, Accounts Payable, Budget, Grants Management, Procurement, Payroll, and Revenue Recognition Departments for the District.
- Provides direction, evaluation, and professional development support for all financial unit personnel. Ensures team alignment with performance standards and promotes succession planning within the business and finance functions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS:

- Comprehensive knowledge of budgetary procedures and accounting methods
- Comprehensive knowledge of techniques for monitoring expenditures and solving financial problems
- Comprehensive knowledge of debt and investment management practices
- Thorough knowledge of business administration procedures and cost analysis principles
- General knowledge of payroll operations, purchasing, and inventory practices
- Ability to plan, coordinate, and supervise the work of others
- Ability to identify, anticipate, and prioritize financial needs and problems
- Ability to interpret financial reports and consolidate narrative/tabular information into clear fiscal plans
- Ability to readily acquire familiarity with applicable laws, regulations, and policies
- Ability to explain and defend budgets verbally
- Ability to communicate effectively, both orally and in writing
- Ability to work effectively with school and community stakeholders to accomplish district goals
- Ability to deal effectively with human and public relations matters
- Strong judgment, thoroughness, and dependability
- Demonstrated skill in leadership, organization, and personnel supervision
- Ability to work collaboratively with the Superintendent to meet system goals
- High degree of ethics and professionalism
- Active listening skills

- Physical and emotional capacity to perform duties in a fast-paced, high-intensity environment
- Other duties as defined by the Superintendent

EDUCATION, EXPERIENCE AND CERTIFICATION:

- Master's degree from an accredited institution of higher education required. Graduate or undergraduate degree in Accounting, Finance, Business or Public Administration or related field required.
- Certification as a New York State School District Business Leader (SDBL) or a New York State Business Administrator (SBA).
- CPA Certification preferred
- Candidates should have experience in budget preparation and monitoring, including knowledge of Federal and State grant-related guidelines and reporting requirements.
- Minimum of eight (8) years of experience in Public Sector management, to include accounting and budget coordination experience with responsibilities related to the financial/business operations of a school district or comparable experiences with operating budgets in excess of \$100 million annually, with a minimum of three (3) years in a supervisory or administrative role.