Memphis-Shelby County Schools
Job Description

<table>
<thead>
<tr>
<th>Job Title: Business Financial Officer</th>
<th>Job Code:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports To: Superintendent</td>
<td>FLSA Status: Exempt</td>
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<tr>
<td>Pay Code: 20</td>
<td>EEO:</td>
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<tr>
<td>Minimum Pay Range: $130,000.00/Annually</td>
<td>Maximum Pay Range: $216,200.00/Annually</td>
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OVERVIEW

Memphis-Shelby County Schools is seeking dynamic educational champions ready to position our district as a national exemplar of education transformation. We need leaders with a fierce commitment to actualizing a bold vision that yields ambitious outcomes for more than 110,000 students and families across the Memphis-Shelby County area. The reality is that we can do better for kids, and we will with the right leaders in place. The most successful candidates believe that more is possible for Memphis and are:

- **Courageous Thinkers & Doers**: Prepared to navigate and thrive in a complex and ambiguous environment on day one, present innovative ideas to address systemwide issues, and execute sustainable plans toward transformation.

- **Solutions-Oriented**: See the possibilities, demonstrate the capacity to synthesize information and adjust short and long-term goals, and consistently find a window when doors close to deliver measurable results for kids and families.

- **High-Performing Gamechangers**: Leader of leaders with the capacity to mobilize and empower an outstanding team, make people-centered data-informed decisions, and operate with a relentless hyperfocus on removing stubborn barriers that destroy the hopes and dreams of too many of our students.

SUMMARY DESCRIPTION

The Business Financial Officer is a strategic financial leader who supports the management of the District’s financial resources are used to support academic achievement and the District’s strategic goals and priorities. The Officer supports the leadership, planning, organization, direction, and coordination of the financial functions of the District, including accounting, account payable, budget, cash management, financial reporting and planning, payroll, and special projects. Also, s/he leads, plans, directs, and coordinates activities related to daily
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financial operations of the School District, including coordinating with grant and fiscal managers across the district around reporting, compliance, and management.