

Business Financial Officer

Posted Date 4 days ago (10/31/2024 11:36 AM)

Location Name Central Office

Salary Min USD \$122,899.84/Yr.

Salary Max USD \$176,705.12/Yr.

Category Central Office

of Openings 1

Close Date 1/30/2025

Subject Not Applicable - Non-Instructional Position

Purpose and Scope

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, Officer leads, plans, directs, and coordinates activities related to daily financial operations of the School District, including coordinating with grant and fiscal managers across the district around reporting, compliance, and management.

Essential Job Functions

1. Participates in and assists the Deputy Superintendent and Superintendent with the development of legislation relating to financial matters of the District.
2. Participates in School Board, County Commission, and other Governmental meetings and advises the Deputy Superintendent, Superintendent and Board of Education on financial and related matters.
3. Aligns the Finance function with the district's overall strategic plan. Ensure the district has a long-term financial plan to actively manage its expenditures and prioritize resources towards those most correlated with student achievement.
4. Prepares the District's Comprehensive Annual Financial Report in accordance with ASBO and GFOA criteria; submits the Annual Financial Report to the State of Tennessee by August 31.
5. Oversees payroll activities of the district. Ensure that payroll is delivered in compliance with applicable state and federal laws and regulations and in a timely manner.
6. Ensures that the Accounts Payable Office processes and pay all approved invoices.
7. Designs, coordinates, implements, and maintains processes, systems and procedures for budget compliance related to position control/FTE monitoring.
8. Performs related responsibilities as required or directed.

Minimum Qualifications

Educational Background:

- Graduation from an accredited college or university with a Master's Degree in Business Administration, Management, Finance, Public Administration or related field.

Degree Equivalency Formula:

Bachelor's Degree= 4 years plus required years of experience.

Master's Degree=6 years plus required years of experience.

Experience:

- Seven (7) years of experience in a financial position in a corporate or public sector environment directing the fiscal operations of a sophisticated, multi-unit company, with a track record of responsible financial management.

Certifications:

Certified Public Accountant (CPA) license or equivalent is preferred. Experience in a school district or local government setting is preferred.

Additional Job Details

Please note: Interested applicants must apply on the MSCS website.

Salary: Minimum-\$122, 899.84 to Maximum-\$176,705.12

INFORMATION FOR CANDIDATES

Thank you for your interest in serving as Executive Manager to contribute to enhancing the LEGACY of Memphis-Shelby County Schools. Please review the information provided to ensure full consideration.

***All candidates must complete the following items to be considered for this position.

Application Requirements:

- Online Application
- Updated Resume
- Current Writing Sample
- Pre-Screening Questions
- Pre-Screen Video Interview

Interviews: Interviews will begin immediately and occur until the position is filled.

Deadline for Submission: All materials are due on or by January 30, 2025, at 5:00 pm.

Video responses and current writing sample are due within 10 business days after online application submission.

Application Requirements: Submit an updated resume, current writing sample, and video responses to legacyleader@scsk12.org with the title of the position in the subject.

Record -In a quiet setting, candidates should record a response to the prompts below within the specified timeframe.

· Prompt (60 seconds)- Introduce yourself. Why this role, this district, right now? In your response, include how you will elevate the District's excellence in this role. Please be succinct and specific.

· Prompt (90 seconds)- What experience do you have that demonstrates your capacity to effectively oversee and strengthen the excellence of the District's financial resources and how they are used to support academic achievement, strategic goals, and priorities.

? Please be succinct and specific.

· Save all files using the naming convention: [Last Name.First Name.Title of Position Seeking.Resume (or WritingSample)].

· Submissions exceeding the time listed or without the correct naming convention will not be reviewed.