

Category: **Administration**

Date Posted: **5/15/2017**

Location: **Administrative Office**

Date of Availability: **08/28/2017**

Date Closing: **open until filled**

ADMINISTRATIVE JOB OPENING

Bridgeport Public Schools

[45 Lyon Terrace, Room 310](#)

[Bridgeport, CT 06604](#)

Open Until Filled

CHIEF FINANCIAL OFFICER - 12 MONTHS

The Chief Financial Officer (CFO) establishes strategic direction and provides leadership of the financial services within Bridgeport Public Schools. Key deliverables include: maintaining a multi-year financial outlook, creation of an annual balanced budget, providing financial reporting in accordance state statutes, detailing the financial status of the district, and ensuring appropriate service delivery and outcomes associated with operational functions including payroll, benefits, accounting, budgeting, purchasing, disbursements, cash management, risk management and financial planning, analysis and reporting.

Responsibilities

1. As a member of the senior leadership team, reporting directly to the Superintendent, the Chief Financial Officer is responsible for providing leadership to administer the financial affairs of the school district with optimal effectiveness and efficiency. Provides input on district strategies and financial information as appropriate.
2. Assembles, manages, develops and actively leads a team of grants, payroll, finance, business, accounting and food service professionals capable of meeting the required functional responsibilities and effectively modeling the values of BPS.
3. Plans, coordinates and supervises the operation of the departments in such a way as to promote the overall efficiency of the school system and maximize the educational opportunities and benefits available to each student.
4. Administers the cost-effective and timely implementation of all projects and strategic plan initiatives pertaining to and within all areas of financial operations.
5. Oversees comprehensive fiscal planning encompassing the operating budget and grants, in order to develop a structurally balanced, prudent annual budget and design a fiscally sound long-range financial plan encompassing budgetary control.

6. Envisions designs, develops and implements the fiscal infrastructure of the district encompassing district services to schools and a School Allocation model built on a school-based budgeting philosophy and framework.
7. Directs and reviews the administration of financial activities through the staff in:
 - Developing and maintaining a multi-year financial outlook.
 - Preparation, administration, and oversight of the annual District budget, and ongoing revenue and expenditure monitoring and forecasting.
 - Assisting schools and department managers in budget development, monitoring and management, including maintenance of financial records and controls.
 - Centralized accounting for District financial transactions, maintenance of official accounting records, filing of state reimbursement claims, monitoring of grants and special revenue funds.
 - Generation of Financial Condition Reports
 - Cash flow management, vendor payments, processing of payroll
 - Implementation of appropriate financial & budgetary internal controls
 - Worker's compensation program support, risk management loss prevention and related functions, including training
8. Provides district leadership with information to support compensation analysis, analyzes the fiscal impact of proposed compensation changes and advises leadership on financially related issues in support of compensation decisions and labor negotiations.
9. Maintains knowledge of current and proposed State and Federal laws governing the control and distribution of school district finances. Confers with members of the State Department of Education, and other state and local organizations, in regard to fiscal impacts and alternative strategies.
10. Shares district financial information, and meets with the finance subcommittee of the Board of Education, and other community groups as appropriate.
11. Directs preparation of the proposed budget for the Superintendent's public meeting of the Board of Education, along with the adopted budget for the Board's final consideration.
12. Represents the District in matters related to Connecticut and District finance at various statewide study committee meetings, working with other school systems, and with the State Department of Education.
13. Responds as appropriate to correspondence and inquiries related to District finances.
14. Conducts presentations on public school finance to various organizations as needed.
15. Participates with other leaders in the formulation of District policies and plans, and advises district leaders and others of the financial, procedural and related implications of programs and proposed changes in laws, rules, policies and procedures.
16. Conducts long-range financial research and forecasting. Advises District leadership on related fiscal policies and strategies.
17. Ensures district compliance with timely submission of accurate reports to the State, as required by the Connecticut Department of Education.

18. Reports to the Superintendent. The above does not encompass all tasks/responsibilities of the position.

Qualifications

- Connecticut School Business Administrator certification (085) required.
- Masters Degree in school or business administration, accounting or related area. Special study or experience in school finance preferred
- 8+ years progressively responsible, successful management experience in financial and/or operations management
- Demonstrated aptitude and skills in financial/analytical matters
- Demonstrated executive-level experience leading a large organization or department and interacting with multiple internal/external stakeholder groups. Experience in a public school district setting preferred.
- Evidence of strategic thinking and capacity to bring strong, innovative financial and organizational leadership
- Knowledge of theory, principles and practices of educational finance, including school budget administration, financial planning and risk management processes. Knowledge of Connecticut School Finance preferred.
- Strong experience in sustaining a service orientation in the delivery of operational services
- Demonstrated collaborative management style that fosters teamwork
- Excellent oral and written communication skills, including the ability to communicate complex ideas to audiences with varying levels of financial background or expertise.
- Excellent organizational and multi-tasking skills
- Ability to work harmoniously and effectively with a wide range of constituencies in a diverse community
- Demonstrated proficiency with financial accounting software and personal computer Microsoft Office products (excel, word, power point).

This is a 12 month position and offers a competitive salary and comprehensive benefits package. If interested in applying, please apply through the district's Applitrack candidate management system

<http://www.applitrack.com/bridgeport/onlineapp>

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