

## **CHIEF FINANCIAL OFFICER**

The Chief Financial Officer, under the direction of the Superintendent, shall be responsible for supervising and managing the district's daily operating budget so as to insure an efficient and economic utilization of the financial resources of the Benton School District. The specific responsibilities shall be:

1. Supervise and manage the district's daily operating budget.
2. Direct the long range budgetary planning and projections of the district.
3. Oversee the district's purchasing, including signing all purchase orders.
4. Coordinate with the Superintendent the monthly financial report to present to the Board.
5. Lead the district in the "new technologies" relative to financial management practices.
6. Assist the Superintendent and the Assistant Superintendents in the evaluation of principals in budgetary matters.
7. Oversee the district's insurance programs, including Section 125 Cafeteria Plan.
8. Oversee the district's payrolls, district-wide activity funds, cafeteria funds, and accounting operations, etc.
9. Direct APSCN financial series.
10. Coordinate auditing processes relative to district programs.
11. Oversee the development, monitoring and coordination of budgetary matters relative to the district's federal programs including Title programs, ESL, Gifted and Talented, EDEA, etc. in coordination with other directors and supervisors.
12. Supervise and manage the district's accounting office personnel.
13. Work with appropriate personnel in the preparation, filing, and /or publication of:
  - a. Business-related legal notices in the newspaper.
  - b. Legally-required election documents.
  - c. Flyers, brochures, financial fact sheets for distribution during millage campaigns, etc.
14. Manage all donations which are made to the Benton Public Schools.
15. Record and file all official documents involved in business transactions, such as contracts, agreements, real estate titles, abstracts, etc.
16. Direct financial reporting.
17. Serve as a resource to the district's Personnel Policies Committee in the development of district salaries.
18. Develop and implement wage and salary schedules upon the approval of the Board.
19. Coordinate the development of a comprehensive district-wide inventory system.
20. Assist in organizational planning and participate in administrative team meetings.
21. Assist in conduction district-wide orientation program regarding business affairs for new employees.
22. Explore all prospective sources for funding.
23. Work with the Assistant Superintendent for Personnel in generating personnel contracts and supervising employees' sick leave records, Workman's Compensation and Unemployment Claims, and employee benefits.
24. Work with vendors, including insurance and products offered through the Cafeteria Plan.
25. Invest funds for the district.
26. Perform the duties of District Treasurer as required by state law.
27. Perform other duties as assigned.