

CHIEF FINANCIAL OFFICER

JOB DESCRIPTION MSD OF WAYNE TOWNSHIP

PURPOSE: Supervises the management of the business and financial affairs of the school corporation.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the recruiting, hiring, training, and evaluating of all Business Office staff.
2. Develops all long-range financial plans for the district.
3. Develops procedures, prepares and periodically reviews the budget.
4. Prepares and analyzes all financial statements.
5. Makes purchases for the district in accordance with applicable law, regulation, and fiscal conditions.
6. Supervises the accounting system for the district pursuant to legal requirements.
7. Serves as Treasurer for the district.
8. Supervises the district insurance program.
9. Maintains an inventory of property within the district.
10. Monitors the internal accounting of individual school budgets and all funds.
11. Acts as advisor to the superintendent on all questions relating to the business and financial affairs of the district.
12. Performs such other tasks and assumes such other responsibilities as the Superintendent or his or her designee may assign.

Revised May 2016