CFO Job Description

This model job description is intended for resource purposes only and should be edited and revised to accurately reflect local job assignments, qualifications, and working conditions.

Job Title: Chief Financial Officer

Exemption Status/Test: Exempt/Executive* or Administrative

Reports to: Superintendent

Date Revised: September 2026

Dept./School: Executive Office/Business Services

Primary Purpose:

Responsible for oversight of all financial and business affairs of the district. Provide leadership for the district's financial services activity to ensure legally sound and effective management practices. Direct and monitor the management and investment of all district funds and ensure they are adequately protected. Serve as chief financial advisor and budget advisor to the superintendent and board of trustees.

Qualifications:

Education/Certification:

Master's degree or higher in a business-related field or educational administration preferred
CPA Preferred

Special Knowledge/Skills:

Advanced knowledge of school finance, budgeting, accounting systems, and economics
Knowledge of information/data processing systems and financial applications
Ability to resolve conflict, listen, and appropriately respond to concerns
Demonstrated leadership skills
Ability to manage budget and personnel
Ability to implement policy and procedures
Ability to interpret data
Ability to coordinate district functions
Excellent communication, public relations, and interpersonal skills

Experience:

5 years administrative or in school business or related field
Management and leadership experience required
Experience with supervisory responsibility in the fields of finance or accounting

Major Responsibilities and Duties:

Financial Management

1. Ensure preparation and integrity of all district general accounting records and related financial reports using accepted standards for school accounting as prescribed by the Texas Education Agency.

2. Develop long-range and short-term objectives for district's business operations and prepare district budget. Monitor budget variances and oversee budget adjustments.

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3. Act as financial advisor to the superintendent and board of trustees and keep them informed of the financial condition of the district.

4. Maintain the district's investment portfolio. Supervise and coordinate the investment of all available funds to the best interest of the school district and ensure that these funds are adequately protected against loss at all times.

5. Ensure that all financial obligations of the school district (accounts payable, notes payable, bonded indebtedness, and payroll) are met on a timely basis.

6. Implement and maintain internal control procedures to ensure the safeguarding of assets and reliability of accounting data and to promote operational efficiency and ensure adherence to prescribed procedures.

7. Oversee the auditing program for all district funds and work cooperatively with the district's independent and internal auditors in conducting periodic audits.

8. Administer the business office budget and ensure that programs are cost effective and funds are managed prudently.

9. Ensure fiscal management and all district funds are managed and expensed appropriately

10. Lead the development through the budget cycle, including holding budget workshops and working directly with the superintendent to ensure appropriate budgeted amounts, setting tax rates, and the budget is created and managed in a way that follows laws and guidelines, and demonstrates high fiscal responsibility to Stephenville ISD taxpayers.

11. Oversee payroll, including payroll staff, and ensure processes and systems are accurate, efficient and employee compensation and benefits are received on time.

Operations Management

12. Supervise and lead assigned departments, including business office, child nutrition, transportation, and maintenance.

13. Ensure departments are efficient and provide the district with services to ensure a clean and safe learning environment for students

14. Ensure efficiency in budgets and resource allocation of assigned departments.

15. Ensure free and reduced lunch programs and district percentages are monitored and reflect the needs of students across campuses who qualify for these services.

Policies, Reports, and Law

16. Review and recommend appropriate policies, administrative regulations, and administrative practices for the areas supervised.

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17. Implement the policies established by federal and state laws, State Board of Education rule, and local Board policy in the areas assigned.

18. Compile, maintain, and file all physical and computerized reports, records, and other documents required including preparing and evaluating monthly financial statements and related budget reports, preparing quarterly and final reports for all federal funds and grants, developing semi-annual financial information for submission of data to TEA, and preparing and publishing comprehensive annual financial report in compliance with Association of School Business Officer (ASBO) standards.

19. Follow district safety protocols and emergency procedures.

Personnel Management

20. Select, train, evaluate, and supervise department staff and make recommendations relative to assignment, retention, discipline, and dismissal.

21. Develop training options and improvement plans for department staff to enhance the effectiveness of department operations.

Other

22. Attend board meetings and make presentations when appropriate and/or requested.

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of the business manager, risk manager, payroll supervisor, and department administrative assistant.

Supervise assigned staff and departments

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional districtwide and statewide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

To meet the executive exemption test, the primary duty must be management **and the employee must supervise at least two full-time employees.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

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Received by _____ Date _____

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