



Little Rock School District

JOB DESCRIPTION

Position Title: Chief Deputy Finance and Operations Officer

Prepared Date: 04/15/2022

JOB GOAL:

Serves as the Chief Deputy Finance and Operations Officer for the Little Rock School District providing financial leadership to include development of the general fund budget, making all investment and borrowing decisions, the establishment of a millage rate for school taxes, and providing financial direction to the Board. Directs the finance, auditing, and procurement activities to ensure ongoing fiscal responsibility. Adheres to and complies with all applicable federal, state, and local government requirements. The incumbent will have strong leadership skills and oversight responsibilities for assigned departments: facilities/maintenance, transportation, child nutrition services, federal programs/grants, information services, and safety/security providing operational and general logistics support.

The incumbent is additionally responsible for coordinating and monitoring assigned department directors and workflow requirements for efficient daily operations, activities, and services. The incumbent will ensure efficient, prompt interaction with the Board of Education.

TERMS OF EMPLOYMENT:

12 month (245 days) contracts, Pay 738 Grade 03, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. The successful incumbent may negotiate a multi-year contract up to three years subject to District policies, Arkansas laws, and procedural guidelines. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. A Master's degree in Business Administration, Finance, Accounting, or related discipline is required. CPA Certification is preferred.
2. At least ten years of progressive experience managing finance and operations for an urban school district is required. Seven years supervisory/administrative/leadership experience in a corporate, public, or educational institution. Work experience must include planning and development, daily interaction and coordination, and directing senior managers. Knowledge of Arkansas Education Public Schools' financial accountability systems, including the applicable State of Arkansas and United States government and agency compliance requirements. Knowledge of governmental accounting and auditing principles established by the Governmental Accounting Standards Board (GASB).
3. Proficient in Excel, Microsoft Suite, PowerPoint, Outlook. Responsible for supervising multiple functions with full accountability for effective operation and results. Ability to use software to



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develop complex accounting reports, spreadsheets, and databases. Excellent written and verbal communication skills.

4. The successful candidate should have the ability to develop policies in alignment with Federal and State public school laws.
5. The incumbent must have demonstrated experience establishing and maintaining effective relationships with school officials, school administrators, school board, outside advocacy groups, and other community members, with expertise in consensus building and acquiring resources.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Assembles and supervises the department's staff, monitors staff performance, and evaluates department effectiveness.
2. Conducts the district-wide budgetary process guiding all schools and departments. Assists in the development of long-and-short-range objectives for the business operations of the District. Ensures that accounting systems comply with applicable laws and regulations.
3. Provides the Superintendent estimates for expenditures for matters in sufficient detail to prepare a program budget based on allocation standards and other supporting data.
4. Recommends various proposals to the Board which impact the financial well-being of the District.
5. Attends Board of Education meetings and prepares reports for the Board as the Superintendent may request.
6. Participates in the decision-making of policy recommendations and strategic planning, as assigned by the Superintendent.
7. Develops ongoing and collaborative relationships with internal and external stakeholders to ensure adherence to internal controls and the timely development of financial processing.
8. Keeps abreast of current developments and technical sources of information, ensuring quality products and services throughout the lifecycle of assigned projects.
9. Provides professional insight to the Superintendent in overseeing the completion of reports and information as assigned.
10. Directs senior staff in conducting special projects as requested by the Superintendent. Monitors and analyzes staffing levels, actual expenditures, and budgetary trends.
11. Directs development and communication of strategic objectives for all direct reports, monitoring the timely and successful completion of those objectives.
12. Directs assigned staff on behalf of the Superintendent in the design, review, implementation, periodic evaluation of project plans, and strategies to support the achievement of LRSD and Superintendent's goals and objectives.
13. Provides general supervision and hands-on leadership as warranted for the coordination and management of facility improvements, renovations, and new construction projects relating to general obligation bond expenditures; coordination of plan design, review and approval for projects with architects, maintenance department, and school site staff. Reviews change order costs and responsibilities.



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14. Performs other related duties as assigned by the Superintendent.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.