

Chief Financial Officer

The Howard County Public School System (HCPSS) is one of the leading school systems in Maryland and the nation. Our mission is to ensure academic success and social-emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direction of the Deputy Superintendent, the Chief Financial Officer is responsible for planning, developing, coordinating, implementing, directing, and evaluating the departments of budget, finance and accounting, payroll, benefits, purchasing, risk management and technology for the school system. This position requires an inspiring, collaborative, courageous, innovative, and visionary leader with outstanding people and management skills.

ESSENTIAL POSITION RESPONSIBILITIES

- Advises the Superintendent regarding use of financial resources, priorities, program opportunities, and methods to enhance the delivery of programs and support services.
- Develops and coordinates budget review and approval processes.
- Analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.
- Develops plans and budgets based on internal work needs and operating units' approved projects.
- Develops a pathway from a single-year process to a multi-year budget process.
- Plans, organizes, and directs operations and activities of the finance and accounting offices.
- Leads and coordinates the development of our infrastructure to ensure key business and finance strategies and processes are supported by systems that enable growth and flexibility.
- Oversees and participates in finance activities, including developing fiscal policies for the district, certifying state and federal reports, providing information and assistance to county and district personnel, and other activities as required; assures operations comply with established laws, rules, and regulations.
- Directs and participates in the development and implementation of policies and standard operating procedures for the division; manages and monitors the effectiveness of all processes and procedures with established key performance indicators.
- Conducts financial analysis for negotiations and project costs; provides consultation and technical expertise to the Superintendent, administrators, staff, outside organizations, and others concerning finance issues, operations, and activities; responds to inquiries, resolves issues, and conflicts, and provides detailed and technical information concerning related programs, goals, objectives, laws, codes, regulations, policies, and procedures.
- Oversees and approves county and district record and report preparation and maintenance, coordinates certification of school district revenue limits, special education entitlement reports, and attendance reports to the state; oversees the filing of various data reports, payroll, and financial and cost analysis.
- Provides technical expertise, information, and assistance to the Superintendent regarding district budgets and financial and accounting activities; keeps abreast of proposed legislation pertaining to school finance to keep the district advised; assists in the formulation and development of policies, procedures, and

programs to assure an economical, safe, and efficient work environment.

- Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to personnel and assigned activities including financial and risk management records, interim and adopted budgets, unaudited actuals, accounting support services reports, and fiscal services reports.
- Oversees the payroll and benefits departments in accordance with federal and state laws, and school system policies and procedure.
- Supports the development of policy regarding benefits administration. Ensures health and welfare plans comply with applicable laws and regulations.
- Provides direction and leadership with outside consultants on annual benefit plan renewals and plan design changes.
- Ensures implementation, evaluation, and revision of the Strategic Technology Plan.
- Supports the development of procurement and information technology procedures. Ensures that all purchases comply with applicable policies, laws, and regulations.
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

A combination of education and experience may be considered. Use the application, letter of introduction, and resume to specifically address each qualification.

Education

- Master's degree from an accredited college or university in finance, business, or a related field.

Experience

- Five (5) years of comprehensive financial, budget, and accounting experience, three (3) years of which should include:
 - Supervision of professional budget and accounting staff.
 - Financial and budget management experience in a public school or higher education setting.
 - Direct communication, collaboration, and partnership with a Board of Education/Executive Leadership, staff, community members, and government officials.

PREFERRED QUALIFICATIONS

- Master's degree in business administration (MBA) or Certified Public Accountant (CPA).
- Prior experience as a business or fiscal leader in a large public school district.
- Knowledge of principles and techniques of leadership, organization, supervision, budgeting, technology, personnel administration, and management.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

- **Communication Skills:** Must be able to read, analyze, and interpret information relevant to the position, including being able to speak effectively to small and large groups of people and communicate clearly and concisely both orally and in writing.

- Outstanding interpersonal skills and demonstrated ability to work effectively with school system staff, executive leadership, community members, and government officials.
- **Leadership Ability:** Must be able to articulate the vision and mission for the district and provide appropriate direction, guidance, and management skills to achieve them.
 - Knowledge of principles and techniques of leadership, organizational development, supervision and personnel management, budgeting, and human resource principles and processes.
- **Strategic Aptitude:** Must be able to define problems, collect data, establish facts, and draw valid conclusions.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a foreign credential evaluation service prior to starting employment (and may be requested prior to interview).

HCPSS requires an official [evaluation of foreign credentials](#) to verify educational qualification

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Executive Unit. The minimum starting salary for this position is \$190,000. Actual salary placement will be in accordance with the salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education that most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact recruitmentinquiries@hcpss.org.

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.