

**NEWARK PUBLIC SCHOOLS
HUMAN RESOURCE SERVICES
2 CEDAR STREET, NEWARK, NJ 07102
CAMI ANDERSON, STATE DISTRICT SUPERINTENDENT**



CFO/SCHOOL BUSINESS ADMINISTRATOR

Office of the School Business Administrator

(Pending availability of funds and State District Superintendent's approval)

The State District Superintendent invites qualified and interested persons to apply for the position of **CFO/School Business Administrator – Office of the School Business Administrator.**

QUALIFICATIONS AND REQUIREMENTS

1. Master's Degree in management business, public administration, or accounting from accredited college or university.
2. New Jersey Certificate of Eligibility or Permanent Certification in School Business Administration.
3. Designation as a Certified Public Accountant (CPA) preferred.
4. Must have experience in computerized accounting systems.
5. Minimum of seven (7) years successful experience in accounting, budgeting, business management or financial operations.
6. Comprehensive managerial experience at a senior level in the financial management of a public school system, state university, community college, or state agency.
7. Demonstrated experience in financial planning, educational accounting, budgeting, forecasting, cash management, payroll and/or auditing in a related context.
8. Significant experience in the management of large operational systems including food services, pupil transportation, facilities and security.
9. Understanding of the principles and practices of financial accounting and reporting procedures consist with statute, code and GAAP requirements.
10. Demonstrated proficiency in organizational, written, verbal communication and interpersonal skills.

DEFINITION: To ensure the accuracy and integrity of the finances of the district through planning, organizing, coordinating, directing, and monitoring all aspects of the financial operations of the district, including accounting, budget, financial reporting/systems, cash management, payroll, purchasing, accounts payable, and risk management. To promote site-based management while creating an environment that is fiscally responsible and accountable to the public.

NOTE: The following departments with report to the Chief Financial Officer: Office of Payroll, Accounting, Accounts Payable, Budget, Technology, Risk Management, Fixed Assets, Grants, Title I, and Human Resource Services.

BASIC DUTIES AND RESPONSIBILITIES

1. Coordinate the work of the departments within the Office of Fiscal Operations to facilitate the achievement of divisional objectives and to assure maximum effectiveness in providing essential services to the schools and other divisions within the district.
2. Manage and control the fiscal operations of the district to assure compliance with School Board policy, governing statutes/regulations, and applicable professional and ethical standards.
3. Review system-wide performance analyses to ensure that district-wide policy objectives are being achieved.
4. Ensure that existing financial policies and procedures develop economies and efficiencies.

5. Develop and implement operational improvements with regard to fiscal operations.
6. Communicate with the payroll supervisor to remain abreast of any potential issues regarding payroll.
7. Assure the accuracy and reliability of payroll check production (including failsafe/backup plans).
8. Ensure that appropriate plans and arrangements are made for the implementation of systems for the payment and collection of bills.
9. Assure the accuracy and reliability of bills and their appropriate payment (including failsafe/backup plans).
10. 1Oversee the investments of Board funds.
11. Ensure the School Board's preparedness for federal and state grant audits, as well as annual independent audits.
12. Ensure the accurate accounting for and documenting of all funds received and expended by the district.
13. Oversee the planning, compilation, and execution of the Annual School Budget.
14. Promote positive internal and external relations. Interact with the Board, Superintendent, Chief Operations Officer, and other Senior Executives and Assistant Superintendents. Serves as internal financial consultant.
15. Supervise and evaluate all Directors assigned to the Office of Fiscal Operations. Establishes goals and objectives for the five departments in this Office.
16. Serves as general accountant for the Board.
17. Keeps accurate and detailed accounts of all financial transactions as prescribed by state, administrative code and Board policy.
18. Serves as the official purchasing agent of the Board and is responsible for establishing procedures for the acquisition of supplies and equipment for the district in accordance with law and Board policies.

REPORTS TO: STATE DISTRICT SUPERINTENDENT

SALARY, EMPLOYMENT PERIOD AND UNION AFFILIATION

1. Salary Range: Commensurate w/experience
2. Employment Period: Twelve (12) Month
3. Union Affiliation: Un-affiliated

HOW TO APPLY

Newark Public Schools is only accepting electronic applications.

If you are a current Newark Public Schools employee **with** access to the Employee Self Service (PeopleSoft) web site, you **must** apply via the Employee Self Service online process. While logged into Employee Self Service, please make sure all of your contact information and credentials are current in the system. Use: http://npsbusinessportal.nps.k12.nj.us:7000/psp/PPRD/EMPLOYEE/EMPL/h/?tab=PAPP_GUEST.

If you are a current Newark Public Schools employee **without** access to the Employee Self Service (PeopleSoft) web site, please send a cover letter and resume (Microsoft Word formatted attachments only) to the following email address: NPS-Recruit@nps.k12.nj.us. Please include the job opening id (listed below) in the subject line of your email.

If you are not currently employed by Newark Public Schools, please apply online at www.nps.k12.nj.us. If you do not have access to a computer, we welcome you to visit the Newark Public Schools Employment Kiosks located at 2 Cedar Street, on the 8th floor Human Resource Services reception area between the hours of 9 am and 5pm Monday through Friday. Help will be available.

OPENING DATE: **August 8, 2011**

CLOSING DATE:

JOB OPENING ID:

“Changing Hearts and Minds to Value Education”

**THE NEWARK PUBLIC SCHOOLS IS AN
EQUAL OPPORTUNITY/ AFFIRMATIVE ACTION EMPLOYER**