



Bend-La Pine Schools is committed to the principle of equity. Equity supersedes the notion of equality, where all are treated the same. Pursuing equity requires the removal of barriers and the promotion of inclusive practices so that all students fully benefit. The principle of equity will inform all BLS policies, regulations, programs, operations, practices, and resource allocations.

Studies have shown that some individuals (women and people of color, for example) are less likely to apply for jobs unless they believe they meet every single qualification in a job description. Our goal is to find the best candidate for the position, and we acknowledge that that candidate may be an individual from a less traditional background. We encourage you to apply, even if you don't believe you meet every one of our qualifications described. If you are unsure whether you meet the qualifications of a position, or how this would be determined, please feel free to contact Human Resources to discuss your application.

Position Title: Chief Financial Officer
Department: Finance
Reports To: Superintendent
Annual Salary Range: \$167,806 - \$172,621

This position also receives a monthly stipend of \$800 to offset cell phone expenses and in-district mileage.

APPLICATION INSTRUCTIONS

Interested candidates must submit a cover letter, professional resume, and three letters of recommendation by Sunday, May 19, 2024.

For questions regarding the opening or the application process, please contact Ryan Kelling, Director of Recruitment and Retention for Bend-La Pine Schools.

JOB DEFINITION:

The Chief Financial Officer (CFO) provides long- and short-term leadership and strategic vision while playing a pivotal role in the financial management and strategic planning of Bend-La Pine Schools. Reporting directly to the Superintendent, the CFO is responsible for overseeing all aspects of financial operations, including budgeting, accounting, financial reporting, procurement, and compliance to ensure the financial health and stability of the district. A commitment to diversity, equity, and inclusion permeates all aspects of the CFO's work, guiding efforts to allocate resources equitably and address systemic disparities. The CFO collaborates with various invested parties, including the Superintendent, Board of Directors, Budget Committee, and others to ensure fiscal responsibility, transparency, and alignment with the district's mission and goals. By engaging stakeholders in financial planning processes and articulating the rationale behind financial decisions, the CFO cultivates a sense of ownership and collective responsibility for the district's financial health.

ESSENTIAL JOB FUNCTIONS:

- **Strategic Leadership:** Collaborate with the Superintendent and executive leadership to develop, implement, and evaluate the district's strategic plan, ensuring alignment with district goals and priorities.



- **Financial Planning and Budgeting**: Develop, implement, and monitor annual operating budgets in alignment with the district's strategic objectives. Provide guidance and support to schools and operational departments in budget preparation and expenditure control.
- **Financial Oversight**: Develops and implements district accounting practices and policies to affirm that all financial records are maintained in accordance with generally accepted accounting principles (GAAP), Governmental Accounting Standards Board (GASB) standards, district policies, and federal, state, and local laws or regulations.
- **Enrollment Projections and Staffing Allocations**: Collaborate to develop enrollment projections and staffing allocations based on demographic trends, student enrollment data, and educational programming needs. Provide financial analysis and recommendations to support decision-making related to hiring, staffing levels, and resource allocation to ensure alignment with budgetary constraints and educational priorities.
- **Risk Management and Compliance**: Mitigate financial risks by ensuring compliance with local, state, and federal regulations, as well as internal policies and procedures. Oversee internal controls and audits to safeguard district assets and maintain financial integrity.
- **Resource Allocation and Procurement**: Optimize resource allocation by identifying cost-saving opportunities and efficient utilization of funds. Manage procurement processes to ensure transparency, fairness, and value for money.
- **Nutrition Services Leadership**: Provide strategic direction and oversight for the Nutrition Services Department, operating on an enterprise model, to ensure the delivery of high-quality, nutritious meals that comply with federal, state, and local regulations.
- **Financial Management**: Proficient in budgeting, accounting principles, financial analysis, and forecasting techniques. Demonstrated ability to develop and implement financial strategies to achieve organizational objectives.
- **Budget and Resource Management**: Possess advanced budgeting and financial management skills. Collaborate in the development of the district's budget, demonstrating the ability to allocate resources judiciously to maximize student achievement while maintaining fiscal responsibility.
- **Analytical and Problem-Solving Skills**: Strong analytical skills with attention to detail and the ability to analyze complex financial data, identify trends, and make data-driven decisions. Proven ability to solve problems creatively and adapt to changing circumstances.
- **Data Analysis and Assessment**: Possess a deep understanding of data analysis methodologies, including the collection, interpretation, and utilization of data for decision-making. Implement data-driven strategies to evaluate the effectiveness of educational programs and ensure accountability for results.
- **Strategic Thinking**: Strategic mindset with the capacity to anticipate future trends, identify risks and opportunities, and formulate proactive solutions. Ability to translate strategic goals into actionable plans and measurable outcomes.
- **Leadership and Collaboration**: Strong leadership skills with the ability to inspire and motivate teams towards common goals. Proven track record of building effective relationships and collaborating with internal and external stakeholders.
- **Communication and Transparency**: Excellent communication skills, both verbal and written, with the ability to convey complex financial information clearly and concisely to diverse audiences. Commitment to transparency, accountability, and ethical conduct.
- **Policy Formulation**: Assist in the formulation of policies for consideration by the Board of Directors, including the revising of existing policies.
- **Professional Development**: Proactively support the professional growth of district staff by promoting comprehensive training programs, mentorship opportunities, and performance supervision and evaluation systems. Ensure that professional development initiatives align with district goals and meet the evolving needs of educators.

KNOWLEDGE, SKILLS AND ABILITIES:



Knowledge

- Equity and Inclusivity: Knowledge of strategies to promote equity and inclusivity in educational programs, policies, practices, and services, including an understanding of systemic inequities and methods for addressing them.
- Financial Management: Comprehensive understanding of budgeting principles, accounting standards, financial analysis techniques, and forecasting methodologies. Proficiency in developing and implementing financial strategies to achieve organizational objectives, including cost containment, revenue optimization, and risk mitigation.
- Regulatory Compliance: Thorough knowledge of local, state, and federal financial regulations governing public sector entities, particularly in the realm of education, including Oregon budget law. Familiarity with compliance requirements related to financial reporting, internal controls, procurement processes, and grant management.
- Educational Finance: Understanding of the unique financial challenges and funding mechanisms inherent in the public education sector. Knowledge of educational finance laws, policies, and funding formulas, including state aid, property taxes, and federal grants.
- Financial Technology: Proficiency in utilizing financial software systems, enterprise resource planning (ERP) platforms, and data analytics tools to streamline financial processes, enhance reporting capabilities, and facilitate informed decision-making.
- Economic Trends and Market Analysis: Awareness of macroeconomic trends, market dynamics, and industry benchmarks relevant to educational finance. Ability to interpret economic indicators, anticipate financial risks, and identify opportunities for financial optimization and resource allocation.
- Data Analysis: Proficiency in data analysis and educational assessment methods to make informed decisions and drive improvements, particularly with a focus on identifying and addressing disparities in access and/or outcomes.
- Legal Compliance: Familiarity with federal and state laws and regulations related to education to ensure district compliance.
- Budget Management: Understanding of budget development and financial management to equitably allocate resources effectively while maintaining fiscal responsibility.

Skills and Abilities

- Strategic Planning: Proven ability to think strategically and develop long-term financial plans aligned with organizational goals and priorities. Skill in translating strategic objectives into actionable financial strategies, performance metrics, and resource allocation priorities.
- Leadership and Collaboration: Strong leadership skills with the capacity to inspire, motivate, and lead multidisciplinary teams towards common objectives. Demonstrated ability to foster a collaborative work environment, build consensus among stakeholders, and effectively communicate financial concepts to diverse audiences.
- Analytical Thinking: Proficiency in utilizing quantitative and qualitative analysis techniques to solve problems, make data-driven decisions, and optimize financial performance.
- Communication and Transparency: Excellent verbal and written communication skills, with the ability to convey complex financial information clearly and persuasively to diverse stakeholders. Commitment to transparency, openness, and ethical conduct in all financial dealings, fostering trust and accountability within the organization.
- Change Management: Skill in leading change management efforts, overcoming resistance, and promoting a culture of continuous improvement and agility.
- Conflict Resolution: Proficiency in conflict resolution techniques, negotiation strategies, and consensus-building approaches to address disagreements and resolve financial disputes effectively.



- **Problem-Solving**: Capacity to anticipate potential issues, mitigate risks, and address emergent financial issues in a timely and effective manner.
- **Cultural Competence**: Sensitivity to cultural differences, diversity, and inclusion issues, with a commitment to promoting equity and cultural competence in financial decision-making processes. Ability to recognize and address systemic biases, advocate for marginalized groups, and ensure equitable access to financial resources and opportunities.
- **Stakeholder Collaboration**: Knowledge of effective strategies for collaborating with diverse and representative stakeholders, including community members, educational groups, and governmental bodies.
- **Leadership**: Strong leadership skills to develop trust, provide direction, inspire teams, and make strategic decisions with a focus on equity and inclusivity.
- **Communication**: Excellent communication and interpersonal skills to engage with stakeholders, convey the district's initiatives, and provide expertise and recommendations.
- **Effective Priority Management**: Demonstrated ability to manage multiple priorities simultaneously, maintaining focus, organization, and composure in high-pressure situations to ensure successful task and project completion while meeting critical deadlines.
- **Professional Development**: Ability to design and implement evidence-based professional development programs and mentorship initiatives for district staff.
- **Stakeholder Liaison**: Ability to serve as a liaison between the district and the State Department of Education, as well as other agencies and organizations.

Minimum Qualifications:

- Bachelor's Degree in Accounting, Business, Finance, or related area
- Minimum of five years' financial management and leadership experience
- In-depth knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards Board (GASB) standards, and Oregon Budget Law
- Experience leading and supervising financial teams and processes
- Proven experience in applying an equity lens to educational programs and services

Preferred Qualifications:

- Bilingual Spanish
- Master's Degree in Accounting, Business, Finance, or related area
- Certified Public Accountant license
- Experience supervising site-level and district-level administrators
- Experience overseeing capital improvement projects
- Experience managing financial interests in a public school district
- Evidence and references demonstrating leadership in fostering trusting relationships

NATURE OF WORK:

The Chief Financial Officer completes a diverse set of responsibilities, including office work, strategic committee participation, school site visits, and participation in School Board meetings. This position requires flexibility, as it may entail evening and weekend work as needed, particularly for district events and meetings.

Furthermore, the role involves travel to various school sites within the district, as well as attendance at community events to engage with local stakeholders, and may involve travel throughout the state to represent the district in an official capacity, working closely with state educational bodies and other educational institutions to further the district's mission and objectives.

Expectations of Professional Conduct



Employees of Bend-La Pine Schools are expected to adhere to all Bend-La Pine Schools policies and regulations, ensuring compliance with established procedures and expectations. They are to prioritize the well-being of students, aligning their conduct with the core values of public education and the mission, vision, and goals of Bend-La Pine Schools. This entails maintaining consistent and punctual attendance while adhering to site and/or district protocols for reporting absences.

Professionalism extends to personal presentation, with employees expected to maintain attire and grooming appropriate to their roles. While carrying out everyday tasks independently, it's essential to maintain professionalism in how you communicate, both verbally and nonverbally, with students, parents/guardians, the public, and colleagues. This includes valuing and respecting cultural and background differences. Employees of Bend-La Pine Schools are entrusted with fostering a respectful working and learning environment, upholding confidentiality regarding student, staff, and district information at all times.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all responsibilities and activities required of the Chief Financial Officer.

The individual in this role may be required to perform other related duties as assigned by the Superintendent or designated leadership. The job description serves as a guideline for the primary functions and responsibilities, but the Chief Financial Officer is expected to be flexible and responsive to the evolving needs of the organization. Duties and responsibilities may change to meet the goals and objectives of the district.