

**Roswell Independent School District  
Job Description**

**Job Title: ASSISTANT SUPERINTENDENT FOR FINANCIAL OPERATIONS**

**Reports To: SUPERINTENDENT**

**General Job Description:**

Serves as the Chief Financial Officer of the District and is responsible for oversight and management of all School District finances, budgets, accounting, financial operations, payroll, purchasing, vendor payments and financial reporting. Is a member of the Superintendent's Cabinet. Provides direction and oversees the District Operations department.

**Essential Duties and Responsibilities:**

**1. Budget Operations:**

- a. Prepares all documents and submits annual budget according to Public Education and State of New Mexico laws and regulations, including but not limited to scheduling and holding community and school based budget meetings to gather input, submitting annual budget to the school board and to the Public Education Department (PED) for approval, adhering to required timelines.
- b. Monitors Budget and submit all Budget Adjustments that become necessary during the course of the year for approval by the school board and PED.
- c. Coordinates all budget activities for all funds with school and district administrators, and collaborates to ensure program financial stability and meet specific local, state and grant objectives.
- d. Maintains Budget and Financial records as required by State and district policies in required electronic formats and submits Quarterly Reports to PED.
- e. Works collaboratively with the Superintendent and the Human Resources to maintain the position control budget to assure that resources are adequate to support educational programs and do not exceed financial budget.

**2. Accounting Operations:**

- a. Manages business and payroll offices and oversees all accounting functions, reporting and electronic and work flow systems relating to the office.
- b. Maintains district inventory and Fixed Asset records.
- c. Analyzes financial data and develops trend and transaction analysis to effectively manage and project resources available to support educational programs.
- d. Encumbers budget to ensure financial resources are available when needed.
- e. Is responsible for Accounts Payable.
- f. Is responsible for all banking activities.
- g. Monitors all purchasing transactions for compliance to prevent irregularities and ensure protection of resources and long range planning.
- h. Supervises the sale of bonds.
- i. Maintains the district budget, general, and encumbrance journals and records all district transactions in the respective ledgers in accordance with state guidelines for Budgetary, Cash basis.
- j. Prepares district financial statements for Budgetary, Modified Accrual and GAAP basis in preparation for annual audit.
- k. Reports all financial information regularly to the Superintendent and the School Board.
- l. Is responsible for the long-range financial planning for the district.
- m. Develops and maintains adequate internal controls for all district and school financial activities.
- n. Provides financial and workflow system trainings for district and building administrative staff.

**3. Administrative Duties:**

- a. Serves on the Superintendent's cabinet.
- b. Serves on the District's Negotiation team.
- c. Holds and maintains a Level II School Business Management License as required by the State of New Mexico.
- d. Is directly responsible for the Budgets and Business Operations of the School District's Lunch Program.
- e. Is responsible for the administration of the district's Section 457 and 403b voluntary retirement plans and the Flexible Benefit plan.
- f. Manages and evaluates the Coordinators of the Maintenance/Custodian, Construction, Support Services and Transportation Operations.

**ASSISTANT SUPERINTENDENT FOR FINANCIAL OPERATIONS (CONT'D)**

**4. Miscellaneous Duties:**

- a. Treats people with dignity and respect while adhering to all stipulations in Board Policy 3110 Code of Ethics of the Roswell Independent School District and 3111 Code of Conduct of the Roswell Independent School District.
- b. Performs additional duties and responsibilities as assigned.
- c. Supervise mail room to ensure all invoices and checks and other district mail is handled in a timely and businesslike manner.

**Experience and Education:**

- 1. Current certified public accountant

**OR**

Bachelors, Master's or Doctoral Degree in Accounting or Business (earned from a regionally accredited college/university)

**OR**

Associate's Degree in Accounting or a related field with 24 semester hours in accounting or business (earned from a regionally accredited college/university) and verification of 3 years of experience as a school business official.

**OR**

Master's degree in education administration, or equivalent experience and training. Over seven years of experience including supervisory responsibility and administration of governmental accounting systems.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May make site visits when needed. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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Signature

Printed Name

Date