



*“Building a
Foundation for
Lifelong
Learning”*

CECIL COUNTY PUBLIC SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
GEORGE WASHINGTON CARVER EDUCATION LEADERSHIP CENTER
201 Booth Street • Elkton, MD 21921
410-996-5555 • FAX 410-996-1051 • www.ccps.org

Jeffrey A. Lawson, Ed.D.
Superintendent

William H. Malesh
President, Board of Education

PLEASE POST

February 6, 2019

PLEASE POST

CLOSING DATE: March 1, 2019 at 4 p.m.

CHIEF FINANCIAL OFFICER

GENERAL PURPOSE OF POSITION

Under the direction of the Superintendent of Schools, the Chief Financial Officer is responsible for the planning, operation, and coordination of budget development and school finance. The Chief Financial Officer oversees and provides direction to the Department of Business Services, and provides direction and support to other departments in preparing and administering the total school budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF POSITION

1. Oversees and coordinates the fiscal services of the Department of Business Services and provides general supervision with regard to all aspects of the business operation of the school system including budget development, finance, cash management, accounting, auditing, payroll, purchasing, loss control, and risk management.
2. Provides financial services to all departments of the school system.
3. Makes recommendations to the Superintendent of Schools and others to strengthen and refine the budget development and financial procedures of the school system.
4. Directs and administers the system's 403(b) and 457(b) Retirement Savings Plans.
5. Reviews and maintains records of contractual agreements and provides leadership in developing and administering the system risk management program.
6. Coordinates the compilation of financial data for local, state, and/or federal agencies.
7. Serves as a member of the Superintendent's Leadership Team.
8. Serves as a negotiator for the Board of Education of Cecil County.

MINIMUM REQUIREMENTS OF THE POSITION

1. Has obtained a bachelor's degree in education, business administration, accounting, finance, or related field.
2. Has completed a minimum of five years of successful experience in the areas of budget development, finance, and/or related field.
3. Has demonstrated leadership ability in the areas of budget development and finance.
4. Has knowledge of county, state, and federal regulations (GASB & GFOA) pertaining to public education finance and budget development.
5. Has demonstrated proficiency in the use of budget related software platforms related to job responsibilities.
6. Has good interpersonal communication skills.
7. Has a willingness and capability to work beyond the normal workday.

SALARY

The salary range for this 12-month position is commensurate with training and experience. An attractive fringe benefit package that includes health care, term life insurance, retirement plan and leave benefits.

(over)

Our mission is to provide an excellent prekindergarten through graduation learning experience that enables ALL students to demonstrate the skills, knowledge, and attitudes required for lifelong learning and productive citizenship in an ever-changing, global society.

APPLICATION PROCEDURE

Interested candidates should submit the following: letter of interest, resume, and two professional and two personal letters of reference to:

Ms. Elizabeth Orr
Assistant in Administration
Cecil County Public Schools
201 Booth Street, Elkton, MD 21921

All interested candidates must submit their information in full by Friday, March 1, 2019, by 4 P.M. Start date for successful candidate will be on or before July 1, 2019.

“The Cecil County Public School System does not discriminate in admissions, access, treatment or employment in its programs and activities on the basis of race, color, gender and gender identity, age, national origin, religion, sexual orientation, or disabling condition.”