

Chief Financial Officer (CFO)

Choctaw-Nicoma Park Public School District

Central Office - Choctaw, Oklahoma [Open in Google Maps](#)

Apply for this job!

Job Details

Job ID: 4926951

Application Deadline: Feb 21, 2025 11:59 PM (Central Standard Time)

Re-Posted: Jan 13, 2025

Starting Date: To Be Determined

Job Description

Title: Chief Financial Officer (CFO)

Qualifications: Degree in Business, Accounting, or Finance, or certified public school experience; have a working knowledge of and experience in school finance

Reports to: Superintendent of Schools

1. Oversees and supervises the functions of payroll, accounts payable, activity fund, treasurer, assistant treasurer, bank couriers and Child Nutrition Department.
2. Supervises and evaluates all business department personnel and the Director of Child Nutrition.
3. Reviews the FR3 for accuracy prior to submission to the State Department of Education.
4. Compiles and publishes the year-end receipts and expenditures by July 31 of each year.
5. Works with the Independent Auditor in preparing the budget for the current year.
6. Prepares the annual budget and presents it to the Board of Education.
7. Prepares monthly board reports of current and projected revenue and expenditures for all appropriated funds.

8. Supervises and verifies coding of all expenditures for school district purchases for all funds including activity in accordance with the Oklahoma Cost Accounting System.
9. Coordinates with other administrators in determining cost projections and payroll projections for negotiating purposes.
10. Reviews all federal claims. Works with the Director of Federal Programs on expenditures processed for the current plan year.
11. Communicates with the staff, Board of Education, patrons and community as requested.
12. Works with the staff and the Financial Advisor for bond projections and sinking fund mills.
13. Coordinates with all department heads in matters of budgets, requisitions, employee payments, federal programs and state reports as required.
14. Reviews and coordinates any law changes that affect finances on an as needed basis.
15. Serves on committees as assigned when involving financial information.
16. Attends board meetings and prepares reports upon request.
17. Maintains confidentiality.
18. Abides with all district, state and federal laws, policies and procedures.
19. Performs the duties of treasurer and other duties as assigned by the Superintendent of Schools.
20. Oversees Child Nutrition department and evaluates the Director of Child Nutrition.
Title: Chief Financial Officer (CFO)

Position Type: Full-Time

Positions Available: 1

Job Categories:

Administrator > Business/Finance

Job Requirements

- Bachelor degree preferred.
- Citizenship, residency or work visa required

Contact Information

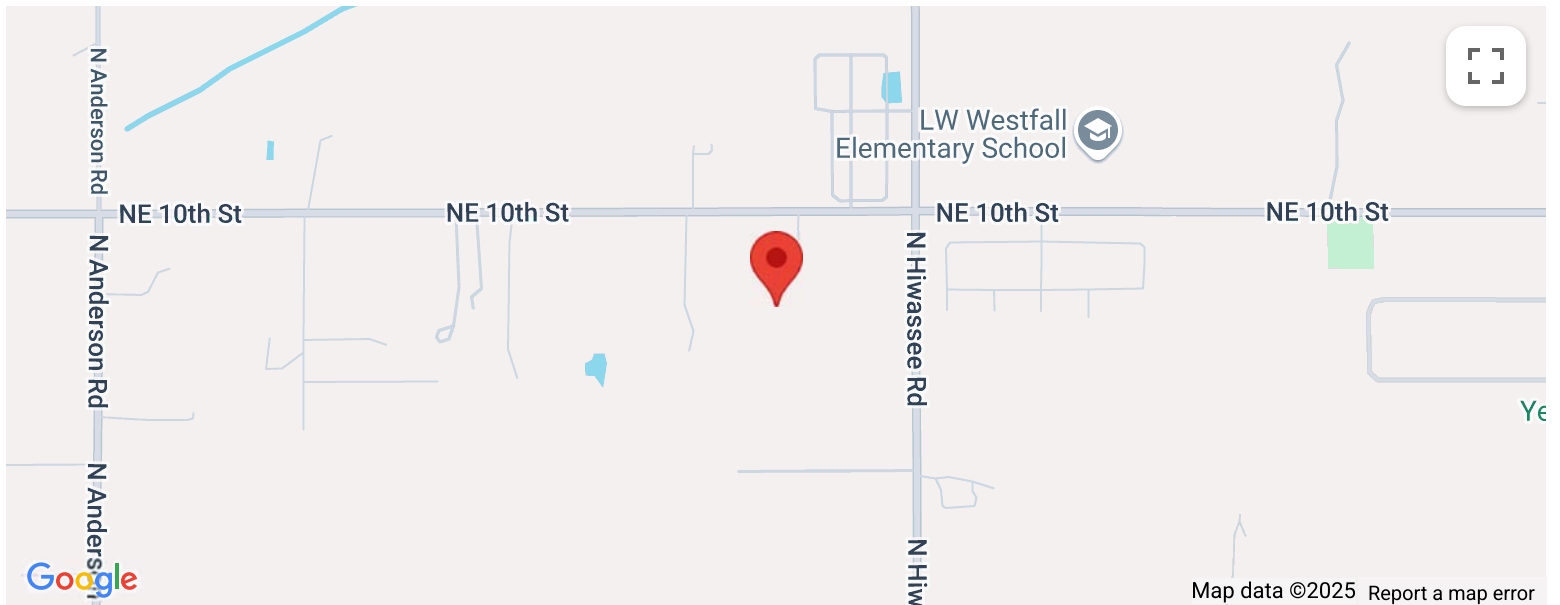
David Reid , Superintendent

Central Office

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Email: dreid@cnpschools.org

Map



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