



Finance Chair Coordinator
Revised 6/5/2024

JOB DUTIES:

- Set agenda, meeting time and follow through with regular finance committee meetings
- Overall understanding of finances and budget for CCS
- Ensures that the budget has integrity and validity. Makes revisions as needed
- If needed, answers questions, gives direction and financial assistance to staff, board members or directors.
- Ensure the question is answered if unsure of the answer
- Works along side of business manager and outsourced business manager to ensure finances are in good working order
- Ensure all financial pieces have been sent to the executive assistant for placement on board agenda
- Attend board meeting as needed to answer questions and present information
- Keeps records and recalls historical records of what has been decided upon in past practices as well as reasoning behind them
- Other duties as assigned by finance board, school board or director(s)

COMPENSATION:

Stipend: \$2000 Professional Development: 2 days or as needed and approved by the director