

Lakeland Joint School District #272

5506 N. Washington St.
Rathdrum, ID 83858
208-687-0431



**LJSD Vision: A community committed to academic excellence ...
dedicated to student success.**

Board Agenda Item **Request**

AGENDA ITEM: CFO Job Description Update

PURPOSE: Approve/Deny CFO Job Description Update

MEETING DATE: July 16, 2025

PREPARED BY: Jessica Grantham, Brook Cunningham

INFORMATIONAL SUMMARY:

The Chief Finance Officer (CFO) job description has been revised to reflect the organizational changes, assigning oversight of operational departments to the CFO. This update ensures alignment between the job description and current responsibilities. (Changes are highlighted in the attached document.)

FINANCIAL CONSIDERATIONS:

There are no financial impacts associated with the proposed update.



Lakeland Joint School District #272
15506 N. Washington Street
Rathdrum, ID 83858

TITLE:

Chief Finance &
Operations Officer

JOB SUMMARY:

To support and serve as an advisor to the Superintendent in the task of providing effective leadership in the areas of school district financial planning and budgeting, purchasing, property management, child nutrition, and other operational functions, in a fiscally responsible manner. Collaborate with District & Building Administrators to ensure fiscal integrity, transparency, and accountability.

QUALIFICATIONS:

1. At least five years of successful related experience in educational finance and administration.
2. Preference will be given for leadership experience in the following areas: finance, budgeting, child nutrition, long-range planning, and community relations.
3. A bachelor's degree or master's preferred with an emphasis in finance.
4. Ability to work with all constituents.

REPORTS TO:

Superintendent

PERFORMANCE RESPONSIBILITIES:

(not limited to, but may include)

General

1. Act as advisor to the Superintendent on all business and financial matters.
2. Supervise the financial affairs of the district, including handling of all funds, accounting and reporting procedures, and long range planning.
3. Work to maintain effective district-community relations and interpret the financial concerns of the district to the community.
4. Work with the Superintendent and Board of Trustees to implement and update the strategic plan, long-range facilities plan, levy planning.
5. Monitor the legislative process and school finance laws and keep district leadership informed.
6. Prepare financial projections for the Superintendent and the Board.

Initial & Date _____

7. Provide oversight of all cash management and investments of the District including debt issuance.
8. Monitor the legislative process and school finance laws and keep district leadership informed.
9. Prepare financial projections for the Superintendent and the Board.
10. Provide oversight of all cash management and investments of the District including debt issuance.
11. Recommend new accounting methods as desirable and necessary.
12. Assist the Superintendent in the projection of revenue and expenditures, preparation of prospectus for bond sales, management of short term investment portfolio, etc.
13. Supervise data processing procedures to provide management information, evaluation techniques, and long range forecasts.
14. Participate on the District Negotiating Team.
15. Develop and distribute information for the negotiation process with the local education association.
16. Serve as a consultant on any grant proposal originating in the district.
17. Oversee the maintenance and annual updating of a district-wide inventory of all equipment and facilities.
18. Attend Board meetings, workshops and other appropriate local, state or national meetings.
19. Perform additional duties as assigned by the Superintendent.

Budget and Financial Reporting

1. Assume responsibility for an accounting procedure adequate to record in detail all financial transactions.
2. Compile necessary statistical data for the preparation of the fiscal budget.
3. Assist the Superintendent in the preparation of the budget and budget control measures.
4. Arrange for the internal auditing of school accounts.
5. Supervise the development of monthly, annual, and/or special financial reports to the Superintendent and Board.
6. Prepare applications for funds and financial reports as required by state and federal agencies having jurisdiction over public school funds.
7. Monitor the financial status and prepare appropriate state/federal reports for the Transportation, Facilities, Child Nutrition, and Technology departments.
8. Monitor the financial status and oversee the necessary budget preparation and reporting for all federal, state, and special grant programs.
9. Work with the auditor to ensure proper I.F.A.R.M.S. reporting to the State Department of Education.

Purchasing

1. Obtain and provide analysis of comparative prices, quotations and proposals for work, equipment or supplies.

Initial & Date _____

2. Initiate contracts with vendors relative to supply and equipment availability; purchase orders; and contracts for site or facility improvements, with Superintendent or Board approval.
3. Purchase supplies, equipment, and services necessary for the operation of the school district through the required competitive bidding process.
4. Oversee preparation of bidding documents, including notices to bidders, instruction to bidders, specifications, and form of proposal.
5. Monitor all purchase orders to maintain accuracy, fiscal responsibility and accountability.

Supervision

1. Responsible for direct supervision of office finance staff.
2. Responsible for the direct oversight of the Child Nutrition Director and the District's Child Nutrition program.
3. Responsible for the direct oversight of the Transportation Department.
4. Responsible for the direct oversight of the Facilities Department.
5. Responsible for the direct oversight of the Information Technology Department.
6. Responsible for the direct supervision of BASE staff and the BASE program.
7. Assists the Superintendent with the supervision, evaluation, probation, and dismissal of support personnel, as applicable.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certificated personnel.

NOTE:

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Initial & Date _____

Board Approval Date: 8/10/1992

Last Revision: 3/16/2023

Revised: April 11, 1994

Revised: August 11, 1997

Revised: August 13, 2001

Revised: January 12, 2009

Revised: June 8, 2015

Revised: March 16, 2023

Employee Name _____ Date _____

Employee Signature _____

Human Resources _____