

Portland Public Schools

Chief Financial Officer

Job Description

Established in 1851, Portland Public Schools is the largest and oldest school district in the State of Oregon. The District, an independent municipal corporation empowered to provide elementary and secondary educational services for the children residing within its boundaries, has approximately 47,000 students and 7,000 employees in 85 schools, covering an area of over 145 square miles with an overall population of over 500,000. The mission of PPS is simple: *By the end of elementary, middle, and high school, every student by name will meet or exceed academic standards and will be fully prepared to make productive life decisions.* For more information about Portland Public Schools, see www.pps.k12.or.us.

POSITION SUMMARY:

As a member of the senior leadership team, the Chief Financial Officer will be responsible for managing, directing, and integrating broad, comprehensive financial services for the school district, including planning, organizing, coordinating, presenting and implementing activities related to the district's budget, debt management, accounting, grants, procurement, distribution, warehouse, and risk management. The CFO supervises a staff of four professionals – the Director of Accounting & Payroll Services, the Budget Director, the Director of Procurement & Distribution, and the Director of Risk Management – and has an overall staff of about 90.

The ideal candidate will be a strategic thinker who can provide strong and innovative finance and organizational leadership. The successful candidate will bring a *service* orientation to the work, and will have a collaborative management style that fosters teamwork. He or she will have excellent written and oral communication skills, strong interpersonal skills, and outstanding analytical skills. This highly polished individual will also have vision, an entrepreneurial “can-do” spirit, and a passion for the mission of Portland Public Schools.

KEY RESPONSIBILITIES:

1. Provides, as a member of the superintendent's executive team, leadership to District employees that fosters a success-oriented, accountable environment within the District.
2. Works with the Superintendent and School Board on the strategic vision including fostering and cultivating stakeholder relations at the local and state levels.

3. Serves as internal management consultant on financial and organizational issues to the Board, Superintendent, and Department Directors. Provides problem solving guidance on critical issues facing the District.
4. Consults with and advises the members of the School Board, Superintendent, School Administration and Department Managers on all matters relating to financial and budget issues.
5. Provides District Leadership with an operating budget. Works with the COO to ensure programmatic success through support, and compliance with all contractual and programmatic requirements.
6. Provides leadership in the development and implementation of district financial policies, and procedures; ensures compliance of district accounting and financial reporting activities.
7. Oversees the management and coordination of all fiscal reporting activities for the organization including, but not limited to, revenue/expense and balance sheet reports, financial status tracking, reports to funding agencies, development and monitoring of and contract/grant budgets. Develops, recommends, and oversees sound financing, budgeting, and accounting policies/systems for the District.
8. Develops and maintains systems of internal controls to safeguard financial assets of the organization.
9. Maintains best practices in supply chain management, including the areas of procurement, supply management, distribution, and warehouse management, to provide the highest levels of support to all Portland Public Schools and departments.
10. Provides critical analysis and support for public finance activities as required (e.g. the Office of School Modernization Capital Projects multi-year district-wide building renewal plan).
11. Plans, organizes, directs and evaluates the performance of direct reports; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development.
12. Attends and presents to Board and subcommittee meetings, including the Finance Audit & Operations Committee.
13. Investigates cost effective strategies with the goal of maximizing resources.
14. Directs the hiring, development, and evaluation of finance department staff. Develops annual performance goals and evaluates success in attaining goals.
15. Analyzes or directs analysis of proposed legislation and programs in terms of short and long-range impact on the District's financial condition.
16. Other duties as assigned.

REQUIRED QUALIFICATIONS:

1. Earned Bachelor's degree in a field related to the job requirements.
2. 10+ years progressively responsible management experience. Prior department head experience and executive-level experience required.

3. Eight or more years of demonstrated successful experience in finance management in complex organization(s). Experience may be in the public or private sector.
4. Prior successful experience working directly with Boards of Directors or a legislative body.
5. Prior successful experience leading, supervising, and mentoring professional managers.
6. In depth knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Governmental Accounting Standards (GAGSA).
7. Knowledge of theory, principles, practices and techniques of public administration including budgeting, financial planning and management, budget law, procurement law, and risk management processes.
8. Knowledge of school financing mechanisms, and the fiscal requirements relating to federal education programs.
9. Strong interpersonal and communication skills and the demonstrated ability to work effectively with a wide range of constituencies in a diverse community.
10. Commitment to affirmative action, equal employment opportunity, and building a workforce that reflects the diversity of PPS student population.

PREFERRED QUALIFICATIONS:

1. Master's degree in Business, Finance, Public Administration or a closely related field preferred.
2. Certified Public Accountant (CPA) certification, Certified Government Financial Manager (CGFM) or equivalent.
3. Significant experience managing in a public school district setting.

To apply (online only): go to

https://employment.pps.k12.or.us/ats/app_login.shtml?COMPANY_ID=00002736 to complete a Management application. Be sure to include a cover letter and résumé. If you have questions about the position, please write to peter@whitefoxgroup.com.