



EMPLOYEE NAME: _____

Revised: 7/85; 9/85; 2/86; 10/87; 11/89; 8/90; 9/91; 5/92; 2/93; 5/93; 11/94;
2/96; 1/98; 6/99; 1/03; 9/07; 6/12; 10/12; 4/13; 7/14; 7/15; 6/18; 9/18

JOB DESCRIPTION

POSITION TITLE: Deputy Chief Financial Officer (DCFO)	JOB CODE: 601Y
DIVISION: Financial Services	SALARY SCHEDULE: Senior Executive Director Level
DEPARTMENT: Office of the Chief Financial Officer	WORK DAYS: 238
REPORTS TO: Chief Financial Officer	PAY GRADE: Senior Executive Director Level
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists the Chief Financial Officer in directing all Finance Operations for the Cobb County School District.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s Degree in Business Administration, Management or Accounting required; Master’s Degree preferred
2.	Certification/License Required: N/A
3.	Experience: 5 years accounting experience; Supervisory experience required
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; accounting, financial management; strong leadership and interpersonal skills; planning and organizational abilities

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides leadership, direction and supervision for all Financial Services Division Departments which include the functions of Budget, Payroll, Accounting, Cash Management and Investments, Local School Accounting, Accounts Payable, Internal Compliance and Capital Projects Accounting.
3.	Develops goals for all Financial Services Division departments to improve staff performance and department processes.
4.	Prepares, reads and interprets financial reports, spreadsheets and related material.
5.	Attends School Board meetings to assist the CFO in providing information regarding Finance.
6.	Coordinates, monitors and supervises financial projects which are implemented to improve school district business processes, financial processes/operations and internal controls/financial procedures.
7.	Identifies district procedural strengths and weaknesses in central office and school operations; presents recommendations for improvement to administration; identifies needed improvements in operational efficiency and business practices in central office departments and school operations; presents recommendations to Chief Financial Officer for approval and direction.
8.	Develops, reviews and approves financial processes and procedures.
9.	Coordinates and presents senior level financial analysis & participates in the decision-making process.
10.	Conducts administrative financial training throughout the District as needed; performs special projects at the direction of the Chief Financial Officer.
11.	Oversees implementation/project management of software and programming improvements to increase operational effectiveness within the district and financial services.
12.	Attends professional seminars and reviews technical literature to stay abreast of Finance, Business, Accounting and Technology areas.
13.	Maintains the highest level of confidentiality and exercises professional judgment in all matters of Financial Administration.
14.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____