

CHIEF FINANCIAL OFFICER: LAFAYETTE SCHOOL CORPORATION

This is a cabinet level position as Chief Financial Officer for the Lafayette School Corporation beginning with the 23-24 school year. Applicants must possess a Master's Degree in Education Administration, Business Administration or Accounting. Applicants must also have graduate coursework in school finance and budgeting. Consideration will be given to applicants with a Bachelor's Degree in Education, Business or Accounting and five years or more of school finance and budgeting experience. Interested applicants from within the Lafayette School Corporation should complete an [INTERNAL](#) application through the employment link of the LSC website. Interested applicants from outside the Lafayette School Corporation should complete an [EXTERNAL](#) application through the employment link of the LSC website. The deadline for application is Friday, January 27, 2023. Inquiries about the position should be directed to Mr. Les Huddle, Superintendent of Schools, at lhuddle@lsc.k12.in.us or (765) 771-6002.

The Lafayette School Corporation is located in the heart of the city of Lafayette just one hour north of downtown Indianapolis and two hours south of downtown Chicago along I -65 in west central Indiana. Lafayette is a growing city with a strong economic base and the LSC is growing along with it. The Greater Lafayette Area is the home of Purdue University and the presence of the university helps to make Lafayette one of the greatest places to live in the mid-west.

Join the LSC Team Today!

- Diverse & Inclusive School-Community
- Growth Mindset
- Team Atmosphere
- Strong Industry and Higher Education Options Within the Community
- Competitive Salary and Excellent Benefits
- Health Clinic and Numerous & Wellness Support Programs
- Excellent Facilities & Recent 100 Million Dollar Addition/Renovation

POSITION TITLE: Chief Financial Officer

RESPONSIBLE TO: Superintendent of Schools and Board of Trustees

CONTRACT LENGTH: 260 Days

PRIMARY FUNCTION: Works with the Superintendent of Schools to execute, provide oversight, and evaluate the Business functions of the Lafayette School Corporation

MAJOR RESPONSIBILITIES: Shall include but are not limited to the following:

- Corporation finances and corporation budget

- Purchasing and payment of book rental materials
- School Board Treasurer
- Purchasing and warehousing
- Implements board policy and administrative procedure.
- Makes recommendations to the superintendent that maximizes the efficient, prudent, and accountable use of corporation funds.
- Completes the preparation of the budget by the administration.
- School Support Systems

ILLUSTRATION OF KEY DUTIES: Shall include but are not limited to the following:

- Serves as the official custodian of all funds of the school corporation and is responsible for the proper safeguarding and accounting for all such funds.
- Coordinates the preparation of the budget by the administration.
- Prepares final annual budget for advertisement, advertises the budget, and represents the corporation in all budget hearings.
- Monitors annual budget.
- Prepares all appropriation documents as required by law.
- Prepares Master Chart of accounts for all funds.
- Performs cash flow projections for the purpose of making investments, requesting advance draws, and/or borrowing money.
- Ensures that all forms, applications and reports related to the business operation of the school corporation are completed, filed and/or submitted.
- Ensures that the Director of Business Services reconciles as required all accounting documents.
- Ensures the financial transactions of the corporation are conducted in accordance with the Indiana law and the procedures set forth by the Indiana State Board of Accounts.
- Ensures a receipt for all monies is issued.

- Ensures deposits are made in accordance with the laws governing the deposit of public funds and issues all checks for payment of expenses lawfully incurred on behalf of the school corporation as provided by law.
- Checks will be issued only after proper allowance or approval by the governing body.
- Ensures the corporation maintains the appropriate property, casualty and liability insurance.
- Approves the rental of all facilities.
- Ensures that the corporation prepares bid specifications, advertises bids, and conducts the bidding and awarding of bids in accordance with Indiana law and the requirements of the Indiana State Board of Accounts.
- The Treasurer of the LSC shall submit a monthly/quarterly financial report to the Board of School Trustees showing receipts and disbursements in each fund and the bank balances. The Treasurer shall also submit a claims list for approval and see that the claim list is signed as approved and filed for audit.
- With general obligation bonds, the Treasurer shall assist in the preparation of the official statement. After the sale of bonds, the Treasurer shall be responsible that the money for payment for bonds and interest be properly budgeted and paid. The Treasurer shall further maintain documentation showing the status of all principal (bonds) and interest-bearing coupons and shall see that these are in safe keeping.
- The Treasurer shall assist as required with setting up of private or public holding corporations and see that lease rental payments are budgeted and paid as stipulated by the lease agreement(s).
- The Treasurer shall keep all records as required by law and not destroy any of such records until after they are audited and any exceptions satisfied.
- The Treasurer is responsible for seeing that the school corporation uses all the forms as prescribed by the State Board of Accounts. Also, after an audit by the Board of Accounts, the Treasurer, along with the Superintendent and the President of the Board, will receive copies of the audit. These three are responsible to see that all or appropriate rationale given for any recommended procedure not followed.
- Supervises Director of Business Services in completing the duties of the Deputy Treasurer as appropriate.
- Supervises the Budget Specialist in the organization, implementation and evaluation of purchasing, payment, fee collection and record keeping of the Book Rental program.

- Supervises the Accounts Payable Specialist in the organization, implementation and evaluation of purchase orders and the payables system.
- Supervises the Payroll Specialists in the organization, implementation and evaluation of the payroll system.
- Ensures the Purchasing Specialist directs the shipping, receiving, warehousing, inventory, requisitioning, and distributing operations of the school corporation.
- Supervises additional support systems as directed by the Superintendent.

POSITION SPECIFICATIONS

A. Education

- Master's Degree in Education Administration, Business Administration, or Accounting. Must have graduate coursework in school finance and budgeting.
- Candidates with a Bachelor's Degree in an Education, Business, or Accounting and five years or more of school finance and budgeting experience will also be considered.

B. Skills and abilities

- Must be able to accurately project expenses and revenues of public-school corporations.
- Must be able to apply principles of computer application to the business operation.
- Must be able to demonstrate knowledge in school finance.
- Must be able to effectively lead the business office team.
- Must be able to effectively communicate in a public forum.

C. Experience

- Experience in the business operation of public schools extremely helpful, but not required.

D. Certification

- If position is as Assistant Superintendent, person must be eligible to hold position of Assistant Superintendent.