# Position Announcement

<table>
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<th>Job Title</th>
<th>Business Office Manager/CFO</th>
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| Location        | Canadian Valley Technology Center  
El Reno Campus |

## Qualifications
Bachelor’s Degree in business management or business administration required, Master Degree preferred. 3 years’ work experience in school business related field is required. A thorough working knowledge of Trends software preferred.

## Summary
Coordinate and oversee all financial and fiscal operations for the multi-site district. Supervision involving financial planning, debt and borrowing management, budgeting, fiscal accounting, internal and external audits, purchasing, property assessment, tax levying and collecting, supplies management, risk manager, human resources, personnel, telecommunications, and clerical support activities.

## Salary Range
$88,191; 12 month position

## Deadline for Application & Resume
Until successful applicant is hired.

For complete job description & application please go to [www.cvtech.edu/employment-opportunities](http://www.cvtech.edu/employment-opportunities) or call Courtney Aguilar at (405) 422-2215 for more information.

**Affirmative Action/Equal Opportunity Employer**

Federal and state law prohibit discrimination in employment practices based on race, creed, color, national origin, ancestry, sex, age, marital status, veteran status, or disability.
SUMMARY
Coordinate and oversee all financial and fiscal operations for the multi-site district. Supervision involving financial planning, debt and borrowing management, budgeting, fiscal accounting, internal and external audits, purchasing, property assessment, tax levying and collecting, supplies management, risk manager, human resources, personnel, telecommunications, and clerical support activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for all financial and fiscal operations for the school district.

Responsible for the application of state law to the business affairs of the school cost report.

Monitor the receipt of all funds, equipment, or goods on behalf of the school.

Monitors all accounting functions, bid specifications and other purchasing requirements.

Will assist the Superintendent/Deputy Superintendent/Assistant Superintendent/Business and Industry Director in the development of policies relating to business affairs.

Be aware of activities in the areas of risk management, data processing activities, inventory control and training needs of clerical support staff.

Be sensitive to pulse of all school employees to continue a positive working relationship and increase communication.

Assumes deputy treasurer position when position vacancy occurs and with all treasurer functions.

SUPERVISORY RESPONSIBILITIES
Strong supervisory skills a must. Directly supervises the following employees: business office, treasurer, human resources director, inventory clerk and courier. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
EDUCATION and/or EXPERIENCE
Bachelor’s Degree in business management or business administration required, Master Degree preferred. 3 years’ work experience in school business related field is required. A thorough working knowledge of Trends software preferred.

BENEFITS
Benefits for this position will be as follows and are subject to change as Board Policy dictates.

- Single Health, Dental and Vision Insurance Premium paid
- Paid Sick Leave, Personal Leave and Annual Leave
- Teachers Retirement Paid
- Term Life Insurance Provided
- Flexible Spending Allowance - $200 per month
- Eligible for Education Reimbursement Plan

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.