

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISIONS APPROVED JULY 2014
RANGE: SALARY SCHEDULE #90
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2, 6, 8**

**CHIEF FINANCIAL OFFICER
Self-Insured Schools of California (SISC)**

DEFINITION

Under the direction of the Chief Executive Officer, the Chief Financial Officer is responsible for implementing the vision of Self-Insured Schools of California (SISC) regarding financial and investing matters. SISC is a statewide, self-insurance pool comprised of three distinct Joint Powers Authorities (JPA): Workers' Compensation, Property and Liability, and Health Benefits Joint Powers Authorities. Each JPA is governed by a Board consisting of Member District Management Personnel.

Perform and manage a variety of functions regarding the economic well-being of programs administered by SISC JPA's.

The Chief Financial Officer is accountable for the daily operations, job assignments, and supervision of all areas dealing with fiscal and investment services.

Plan, organize and administer the complex financial responsibilities related to a large self-insurance organization.

Responsible for the research, development and implementation of new plans and programs that enable the SISC JPA's to remain competitive.

EXAMPLES OF DUTIES

Plan, coordinate audit, and participate in the preparation and development of accounting records;

maintain prudent fiscal management of SISC's programs;

supervise the administration of the:

SISC Defined Benefit Plan program;

SISC Governmental Accounting Standards Board (GASB) 45 Trust;

SISC Investment Pool;

SISC Flex (IRC Section 125) Plan;

Annual audits for all SISC programs;

Unemployment Insurance for Kern County School Districts;

Deposits, accounts payable, general ledger/accounting, reports and all financial aspects for all SISC programs;

compile information, review actuarial reports, claim loss data, and prepare annual funding rates for Workers' Compensation, Property and Liability, Student insurance, and Tackle Football programs;

analyze data and prepare required Unpaid Claims Liability entries for all programs to maintain fiscal solvency and prudent reserve practices;

maintain vested interest records for the Workers' Compensation and Property and Liability programs;

review and analyze excess insurance policy renewal information and self-insured retention (SIR) levels for Workers' Compensation, General Liability, Property and other excess policies;

stay abreast of legislation to ensure all programs operated by the SISC Finance department are in compliance with rules and regulations governing those programs, and update Plan Documents, forms and correspondence as needed;

compile information and submit application to the IRS for a letter of determination for the SISC Defined Benefit Plan;

instrumental in developing new programs or initiating cost-effective and cost-containment alternatives;

communicate with member districts regarding Workers' Compensation and Property and Liability rates, Ed. Code 42141 compliance, and changes to the SISC Flex, SISC Defined Benefit, or GASB 45 plans;

annually review and revise (if necessary) all SISC Investment Policies and presentation to the Board;

plan, organize, and provide direction for accounting of program funds, and responsible for training and management of departmental personnel;

conduct fiscal analysis to determine trends in projected expenditures and revenues for budget development and presentation to the Board for Workers' Compensation, Property and Liability, Health Benefits, GASB 45 Trust, and SISC Defined Benefit Plan budgets;

present other requested information or reports to the Board;

review various expenditure requests for their budget effect, and establish and maintain audit procedures, internal controls and guidelines for expenditure of funds;

ensure fiscal information is properly processed, including input documents, posting, balancing, and distribution of data;

design, develop, implement and supervise appropriate systems to ensure proper recording of fiscal data;

review program fund balances, County Treasury funds, and investment portfolios to ensure policy compliance and necessary distribution or transfer of funds to/from various portfolios, and maintain sound investment practices;

evaluate and advise management of fiscal implications of various organizational decisions;

prepare and file financial reports mandated by State and Federal Agencies;

prepare financial reports for other departments, districts, and agencies as needed;

attend Board Meetings;

present monthly financial reports, quarterly investment reports, or other financial information as needed;

work cooperatively and coordinate activities with the Chief Executive Officer, the managing Directors of each JPA, and the Deputy Executive Officer of the SISC JPA's, the fiscal and data processing departments of the Kern County Superintendent of Schools, the County of Kern Treasurer's Office, the Local Agency Investment Funds, and publicly traded investment houses;

consult with actuaries, auditors, legal advisors, excess insurance brokers, investment advisors, and other professionals;

represent SISC member districts at professional meetings, conferences and workshops;

supervise and evaluate the performance of assigned staff;

provide inservice opportunities for staff members;

participate in the selection and promotion of personnel, and assign staff duties.

QUALIFICATIONS

Knowledge of:

Generally accepted budgeting, accounting, auditing, and actuarial principles, practices and procedures;

recordkeeping of insurance funds, reserves, investments, and budgetary accounts;

leadership and supervisory techniques, analytical and managerial skills;

accounting principles and practices including governmental accounting and data processing applications;

operation of computer equipment and programs to preserve and analyze data, maintain records and generate reports;

effective written and communication skills;

understanding of Workers' Compensation, Property and Liability, and Health Benefits.

Ability to:

Promote employee appreciation and team-building environment;

demonstrate and foster exceptional customer service practices;

build consensus and provide a vision for the future;

demonstrate personal integrity, strong character, self-confidence and a commitment to lead and manage a geographically diverse organization;

exhibit a self-assured persona with the ability to exercise a high degree of common sense and sound judgment;

delegate effectively and have strong leadership qualities;

demonstrate a record of strong fiscal accountability for programs and overall health of an organization;

be innovative, creative, and plan, organize and administer fiscal operations of SISC;

analyze problems and situations and make pertinent and incisive decisions to solve them;

establish, interpret, and apply policies and procedures;

supervise, manage and direct professional, technical and support staff;

stay abreast of applicable laws, codes and regulations;

maintain cooperative inter-departmental and public relations;

work independently with little direction.

Experience:

Five years of increasingly responsible accounting/budgeting experience, including three years of supervisory experience;

demonstrated progressive leadership and organizational experience with the development and implementation of large projects.

Education:

Bachelor's degree with concentration in Accounting, Business Administration or finance including courses in management, quantitative analysis, and budgeting;

Master's degree in Business Administration, finance, or similar field;

Certified Public Accounting (CPA) license preferred.

Conditions of employment:

This position is designated as one which may be required to file a Statement of Economic Interests (FPPC Form 700) pursuant to the Political Reform Act, California Government Code section 81000 and following. Refer to the Conflict of Interest Policy and Conflict of Interest Code for the Kern County Board of Education and Kern County Superintendent of Schools for further details.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: gs

10/19/15

G:\Chief Financial Officer.doc