

RELEASED: November 19, 2018

CLOSING DATE: January 18, 2019

POSITION ANNOUNCEMENT

Chief Fiscal Officer

Current Opening – State Division of Career Technical Education, Boise, Idaho
Salary range: \$85,000 - \$95,000 depending on experience

Competitive Benefit Package Available

Special Notification: This is a 12-month (annual) position. This position is exempt from classified service and the Rules of the Division of Human Resources, and is subject to Idaho State Board of Education policies.

Minimum Qualifications:

- Bachelor's degree in Accounting or a Bachelor's degree in business with at least 20 semester credit hours in accounting. Master's degree, CGFM or CPA preferred.

Experience:

- Competency in management and leadership experience
- Ability to work in a team environment by providing internal and external customer service
- Knowledge of Career-Technical Education (CTE) in Idaho
- Knowledge of State and Federal laws, rules and regulations
- Demonstrates the ability to complete work in a timely manner, keep commitments, be accountable and stay balanced under pressure
- Demonstrates strong oral and written communication skills.
- Sets and follows priorities, uses time effectively, achieves work goals

Distinguishing Characteristics:

- Fulfill highest level of professional accounting/auditing-related classes.
- Management and supervisory experience.
- Significant experience with highly complex accounting, budgeting, and/or auditing functions.
- Ability to work with multiple branch and sub-branch offices and/or facilities throughout the state.
- Confer with and provide liaison to public/elected officials and private business representatives to resolve, discuss, and negotiate issues that commit the department to a course of action in their areas of responsibility.

Responsibilities: This position is responsible for providing statewide leadership for fiscal administration, budget, and finance for the career technical education system as further described and defined below:

Administration

- Direct the establishment of internal financial controls
- Ensure that financial operations and reporting requirements are in accordance with state and federal laws, rules and regulations
- Direct the development and implementation of budget and finance operating policies and procedures
- Ensure the effectiveness of financial programs
- Oversee financial management issues
- Identify financial problems and direct the implementation of solutions
- Direct fiscal strategic planning
- Coordinate with Central Accounting and other organizations
- Provide technical assistance to State Board, Division of Financial Management, Legislative Services Office, Technical College Leadership Council, institutions, schools, and other state and federal agencies as necessary
- Serve on the Business Affairs & Human Resources Committee of the State Board; Serve on CTE Administrative Council; and represent CTE system at Financial Vice President's meetings

Budget:

- Develop appropriation allocation for submission to State Board
- Develop and manage non-cognizable and carry-over funds
- Develop allocation of postsecondary funds and prepare allocation letters to technical colleges
- Direct the development of the Technical College System Operating Budget; monitor technical college institutional operating budgets; approve budget modifications to technical college institutional operating budgets
- Develop allocation for general programs and secondary programs and services
- Develop and manage internal budget allocations; develop and manage agency fixed cost allocation
- Oversee the with-in state distribution of federal funds
- Provide technical assistance to technical colleges on budget issues
- Serve as liaison with Division of Financial Management, Legislative Services Office, Technical College Leadership Council and other state and federal agencies as necessary

Finance:

- Administer career technical education system-wide finance system.
- Manage internal finance system including operating budget.
- Maintain financial reporting system and oversee transition to new statewide accounting system.
- Develop CTE finance agendas for Business Affairs & Human Resources Committee of the State Board of Education
- Oversee management of federal Perkins and Adult Education grant funds
- Ensure that financial reporting requirements are in accordance with applicable state and federal laws, rules and regulations
- Prepares ad hoc reports as necessary
- Ensure that sufficient records are maintained to substantiate the allocation and expenditure of fiscal resources
- Conduct year-end closeout of fiscal operations at the technical colleges
- Manage year-end funds reconciliation
- Maintain technical college facilities inventory
- Serve as liaison with Division of Financial Management, Legislative Services Office, Technical College Leadership Council and other state and federal agencies as necessary
- Oversee accounting function for seven Career Technical Student Organizations (CTSO)

Application Procedure: The application package consists of a letter that specifically addresses the position qualifications; a current resume; copies of transcripts of all postsecondary education; and a list of references that include at least two former or current supervisors. The entire contents must be provided in an electronic package in PDF format. Retain a copy of your entire application. It is to the applicant's advantage to submit materials as soon as possible. Application screening will begin in early December and continue until the position is filled. Starting date: To be negotiated. Applications will be accepted until the position is filled.

Email application package to: careers@cte.idaho.gov

The Idaho Division of Career Technical Education is an equal opportunity/veterans' preference employer.