

## **Chief Financial Officer**

**Open for Recruitment:** February 27, 2018 – March 16, 2018

Salary range: \$115,000 - \$120,000

### **PURPOSE**

The Chief Financial Officer (CFO) for the Office of the State Board of Education (OSBE) reports to the Executive Director. This senior leadership position provides staff support to the State Board of Education (Board) and oversight of finance and human resources. Crucial attributes for this position include, but are not limited to, strong leader/team builder; effective collaborator and communicator; capable analyst; flexible manager of multiple, complex, tasks; ethical decision-maker.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversee OSBE budget, accounting, financial reporting, internal controls and purchasing
- Perform research and analysis of complex, higher education budget issues; sophisticated financial analysis and reporting; budget development; and formulation of guidance and governing policies.
- Supervise OSBE finance and human resources staff; ensure an effective, capable, and collaborative staff by appropriate selection, training, development and evaluation
- Perform financial analysis of contracts, grant applications, agency and institution budget requests, legislation and academic program proposals
- Analyze fiscal impact of Board governing policies before submission to the Board for review and approval
- Coordinate the organization, preparation and submission of budget documents to the Governor and the Legislature for OSBE and institutions and agencies under the governance of the Board
- Develop annual OSBE staff compensation plan
- Oversee the Optional Retirement Plan program for higher education
- Work collaboratively and proactively with all institutions and agencies under the governance of the Board by providing information and assistance in a timely manner so that informed management and budget decisions can be made
- Advocate for the best interests of the Board (and the agencies and institutions under its governance) in a complex political environment
- Provide staff support to the Board's Audit Committee, Athletic Committee, Business Affairs and Human Resources (BAHR) Committee, Retirement Planning Committee, Financial Vice Presidents meetings, and other committees as necessary
- Prepare, review, analyze and provide recommendations for BAHR Committee Board agenda items

## **MINIMUM QUALIFICATIONS**

- Graduate degree from an accredited university and/or specialization in relevant field (e.g. accounting, finance, or public administration)
- Three to five years of senior leadership experience in the management of finance and operations.
- Proven professional experience demonstrating competence and comprehensive understanding of financial management and budgeting functions including operations and capital budgeting, budget execution, budget formulation, and cost analysis
- Experience in the collaborative leadership of multiple, large, cross-functional teams or projects
- Strong management skills including setting goals, assigning responsibilities, and supervising and evaluating personnel
- Experience with human resource management
- Exceptional interpersonal, oral and written communication skills
- Ability to lead and work professionally and collegially with co-workers, institutions, Board members and a variety of stakeholders and groups, as well as the ability to work independently

## **PREFERRED QUALIFICATIONS**

- Experience in higher education finance
- Experience managing higher education human resources operations
- Experience with higher education facilities (debt financing and construction)
- Strong knowledge of Idaho State budget process
- Working knowledge of applicable legislation, statutes and policies governing Idaho public higher education
- Experience with enterprise change management

(Serious applicants only, please)