**Executive Director, Financial Controller**

Position Type:

Administration and Professionals

Location: Administration or As Assigned

Reports To: Chief Financial Officer

FLSA Status: Exempt

Salary Band: 16

Compensation: $ 91,800. - $128,520.  
  
The Cleveland Metropolitan School District (CMSD) serves approximately 37,000 students in 100+ schools. Over the past several years, the Greater Cleveland community has united behind the collective goal of ensuring every child in Cleveland attends a high-quality school and every neighborhood has a multitude of great schools from which families can choose. The Cleveland Plan defines CMSD’s approach to the reinvention of public education and holds our community accountable for the success of Cleveland’s schoolchildren.

The Cleveland Plan is supported by Ohio House Bill 525, which provides much-needed flexibility and autonomy for the district and its schools. Our schools have autonomy over human and financial resources in exchange for accountability for performance. The Principal has primary responsibility and accountability for establishing his or her school as a high-quality, high-expectations academic center with a focus on personalized instruction, professional support for teachers, and school-wide practices that lead to measurable results.  
  
The Cleveland Metropolitan School District has developed standards of excellence that the district applies to all parts of the organization inclusive of schools, principals, school leadership teams, networks, and central office. Alignment between Standards of Excellence (SoE) and the district’s Theory of Action helps ensure that principals are able to focus on scholar achievement and that central office supports are timely and effective.  
  
Our Vision for Learning in a Post-Pandemic World:  
  
In our pursuit of a more fair, just, and good system of education, we want each of our learners, both each of our scholars and each of their educators, to be individually and collectively presented with academically / intellectually complex tasks that are worthy of their productive struggle and allow them authentic opportunities to demonstrate their work and their learning of academic content and transferable skills in a joyful and adventurous environment  
  
THE OPPORTUNITY  
  
Responsible for the day-to-day accounting, treasury, revenue, reporting, budget management, and grants management functions while providing executive-level leadership of a high-performing, effective, efficient, and responsive team.

ESSENTIAL DUTIES & RESPONSIBILITIES

* Lead and oversee daily, monthly, and annual accounting and treasury processes and procedures according to local, State, Federal regulations, Board policies, and industry-recognized best practices
* Prepare, monitor, and follow-up on customer invoices/accounts receivable
* Produce financial statements, Five-Year Forecasts, appropriations measures, tax budgets, and other required reporting
* Lead and oversee monitoring of tax receipts, certificates of estimated resources, and appropriation measures and the regular filing of any necessary paperwork and reports to Cuyahoga County and other entities
* Oversee and monitor capital programs, maintenance funds, and outstanding debt and prepare and file reports with the Bond Accountability Commission, Bond Counsel, and other entities as required
* Lead and oversee the month-end and fiscal year-end financial procedures, including but not limited to bank statements, credit card transactions, and other transactions, to timely and successfully close the reporting period
* Lead and oversee budget development cycles through ownership of budget tools, the student-based budget allocation methodology, forecasting available revenues, and monitoring encumbrances and expenditures
* Monitor and analyze revenues, expenses, encumbrances, and other data, identify trends, concerns, and opportunities to the Chief Financial Officer, and make recommendations to improve the District’s financial health
* Lead and oversee the grants management cycles, including budget development and submission, spend tracking, cash requests and reimbursements, reporting, and auditing
* Coordinate external audits and lead the development of responses and process improvements to address findings, comments, and recommendations
* Lead and oversee investments of District funds and preparation of required investment reports
* Lead and oversee District purchasing card program, including guidance development, issuing, activating, and deactivating cards, collecting amounts owed, and end-user accountability to adhere to the program
* Develop and monitor metrics and key performance indicators to assess the efficiency and effectiveness of accounting, treasury, revenue, reporting, budget management, purchasing card administration, and grants management in alignment with department goals, District goals, and/or industry best practices
* Support the development, management, and maintenance of financial tools, applications, and systems, including the underlying financial data model and chart of accounts
* Develop and implement standards, controls, and procedures that meet customer and statutory requirements and best practices
* Perform other duties as assigned

Management & Leadership Expectations

* Promote a positive and healthy work culture grounded in respect, trust, and authenticity that celebrates diversity and inclusiveness and rejects intolerance to different cultures, backgrounds, and ideas
* Model and incorporate CMSD customer service orientation across the team and department
* Contribute to defining the Finance Department’s mission and inspiring others to take ownership of and actions to support
* Set challenging goals for self and team aligned to the team, department, and District mission and develop and implement systems and supports that enable staff to achieve them
* Inspire a culture of continuous improvement and innovation to nurture diversity of thought, fresh approaches, and risk-taking
* Model and promote a sense of responsibility and urgency to achieve team, department, and District mission and goals
* Align team resources – people and budget – to optimally perform functional responsibilities and other team, department, and District goals
* Model a growth mindset by actively seeking and providing feedback – through formal and informal means – centered on continuous improvement of knowledge, skills, abilities, and relationships
* Make connections to the work of other teams and departments, actively remove “silos”, and create systems and structures that promote cross-functional interactions and collaboration
* Set standards for high-quality work, anticipate and resolve issues that compromise quality, and hold others accountable for delivering it
* Lead with confidence, integrity, and openness in the face of transition, change, ambiguity, and uncertainty
* Effectively communicate key messages across team, department, and District
* Create norms and models of behavior to support full engagement every day and holds oneself and others accountable to being “present”
* Identify growth and development opportunities for self, direct reports, and team and plan for succession and career advancement

QUALIFICATIONS

* Bachelor’s degree in accounting, finance, business, or a related field required
* CPA or Treasurer’s license required or in the process of pursuing
* At least 8 years of experience in financial and accounting operations; government or non-profit experience desired
* Experience managing people and/or leading teams in a fast-paced, complex, service-oriented organization required
* Deep understanding of financial accounting practices
* Strong working knowledge of Microsoft Office Suite and accounting software
* Ability to effectively work with internal and external stakeholders
* Strong analytical, organizational, and multitasking skills with a commitment to accuracy and continuous improvement
* Excellent written and oral communications skills

WORKING CONDITIONS/PHYSICAL DEMANDS

The characteristics listed below are representative of the work environment typically encountered by an individual while performing the essential duties of this position.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

* Expected moving, walking, and standing consistent with an office environment and occasionally lifting up to 15 pounds
* While performing the duties of this job, the employee is regularly required to stand, walk and sit; use hands to finger, handle, or feel; and reach with hands and arms
* The employee is frequently required to talk and/or hear.
* Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.
* While performing the duties of this job, the employee is exposed to a normal office environment.
* Local travel may be required for training/meetings.

NOTE:  The above-stated duties are intended to outline those functions typically performed by individuals assigned to this classification. This description of duties is not intended to be all-inclusive or to limit the discretionary authority of management to assign other tasks of similar nature or level of responsibility.

To Apply

Please submit your resume and application using Workday, our online human capital management system.  Please note that an offer of employment will be subject to the successful completion of an FBI/BCI background check and drug screen.

EEO Statement

We believe that equity and inclusion at CMSD is an essential call to action, a catalyst to ensure value and appreciation among all our employees, so we may be fair and welcoming now and in the future.  CMSD provides equal opportunities for employment, retention and advancement of all personnel by administering all terms and conditions of employment regardless of race, color, ethnicity, ancestry, national origin, sex, disability or genetic information, age, citizenship status, military status, sexual orientation or expression, socio-economic status, title, other dimensions of identity, or any other characteristic protected by law.

The District’s Policy Prohibiting Discrimination, Discriminatory Harassment, and Sexual Harassment and the District’s Title IX grievance procedures, including information on how to report or file a complaint of discrimination, how to report or file a formal complaint of sexual harassment, and how the District will respond, may be accessed on the District’s Civil Rights Notices webpage, available at ClevelandMetroSchools.org/domain/105. The District’s Title IX Coordinator / Director of Equal Employment Opportunity may be reached at:

1111 Superior Avenue East, Suite 1800

Cleveland, Ohio 44114

(216)-838-0070

[TitleIX\_EEO@ClevelandMetroSchools.org](mailto:TitleIX_EEO@ClevelandMetroSchools.org)