



CHIEF FISCAL OFFICER

Position specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

POSITION TITLE: Chief Fiscal Officer

Reports to: Executive Director

FLSA status: Exempt

Salary range: Officer \$112,794-\$151,154

Supervises the following direct reporting staff: as determined by future needs of Schools Insurance Group (the "Authority")

POSITION SUMMARY

The Chief Fiscal Officer serves as a key member of executive leadership, providing strategic direction and oversight for all financial and administrative operations of Schools Insurance Group (SIG) and its captive entity (SRG). This position is responsible for ensuring the organization's fiscal integrity, regulatory compliance, and long-term financial sustainability, while also supporting organizational effectiveness through oversight of human resources and administrative functions. The CFO acts as a principal advisor to the Executive Director, Board, and committees on financial strategy, policy development, and operational matters.

The following duties are typical for this officer-level position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs, changing business practices, or expanded legal or regulatory compliance functions:

ESSENTIAL DUTIES AND RESPONSIBILITIES - *The following duties are typical for this director-level position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs, changing business practices, or expanded legal or regulatory compliance functions:*

Essential Job Tasks:

- Direct and oversee all financial operations, including budgeting, forecasting, cash flow management, investment strategy, and financial planning
- Ensure the accuracy, integrity, and timeliness of financial reporting in accordance with Generally Accepted Accounting Principles (GAAP) and applicable regulatory requirements

SCHOOLS INSURANCE GROUP
Chief Financial Officer *(Continued)*

- Lead the development and administration of annual and multi-year budgets; monitor financial performance and authorize expenditures
- Oversee accounting functions, including general ledger management, accounts payable/receivable, reconciliations, and financial controls
- Manage external audits and the year-end close process; ensure compliance with audit standards and reporting requirements
- Provide strategic financial analysis, projections, and recommendations to support organizational decision-making
- Supervise and develop staff; oversee recruitment, performance management, and professional development initiatives
- Direct human resources functions, including payroll, benefits administration, and compliance with employment laws and regulations
- Monitor insurance-related financial activities, including claims, reserves, and actuarial considerations
- Review and manage vendor contracts, operational resources, and organizational assets, including facilities oversight
- Serve as a liaison with external partners, advisors, regulatory agencies, and member stakeholders
- Provide leadership in the absence of the Executive Director, as assigned.

QUALIFICATION REQUIREMENTS - *To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Incumbents may not perform all of the listed duties (such as adjunct or non-essential duties) and/or may be required to perform additional or different duties from those set forth, to address newly established legislative or regulatory compliance requirements, business needs and changing business practices. Reasonable Accommodations may be made to enable individuals with disabilities to perform essential functions.*

Knowledge, Skill, and/or Ability to:

- Plan, organize, direct, and oversee fiscal operations, including the preparation, monitoring, analysis of SIG/SRG funds and accounts in accordance with GAAP and regulatory requirements.
- Coordinate and manage financial recordkeeping, reporting, and auditing functions to ensure accurate and timely accounting.
- Lead recruitment, interviewing, selection, supervision, and performance evaluation of staff.
- Ensure accurate accounting of all funds, including income and expenditures; monitor, reconcile, and maintain accounts, budgets, and financial records.
- Analyze financial and budgetary data and prepare reports, forecasts, and recommendations.
- Oversee and coordinate employee benefits programs, including insurance, leave, and compensation.

- Interpret and apply applicable laws, regulations, policies, and procedures.
- Prepare and maintain financial, narrative, and statistical records and comprehensive accounting reports.
- Demonstrate strong communication, interpersonal, analytical, problem-solving, and decision-making skills.
- Operate standard office equipment and computer systems.
- Manage time effectively, meet deadlines, and work independently with minimal supervision while organizing and prioritizing tasks.
-

Education and Experience - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Bachelor's degree in Accounting, Finance, or a related field required; Certified Public Accountant (CPA) designation preferred

Experience:

- Minimum of five (5) years of progressively responsible accounting or financial management experience, including at least three (3) years in a supervisory or leadership capacity
- Demonstrated expertise in GAAP, financial reporting, budgeting, forecasting, and regulatory compliance
- Experience in insurance, risk management, or public sector financial operations is highly desirable

License or Certification:

Possession of a valid and current Driver's License is required.

EMPLOYMENT ELIGIBILITY – *The successful candidate must provide proof of employment eligibility and verification or legal right to work in the United States, in compliance with the Immigration Reform and Control Act*

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Standard office setting; exposure to computer screens; working with fluorescent lighting. While performing the duties of this position, the employee regularly works indoors and will occasionally work outdoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit or stand for prolonged periods of time; lifting 25 lbs. maximum or carrying any object weighing up to 25 lbs.

Vision: See in the standard visual range with or without correction; vision sufficient to read computer screens and printed documents, including material in handwritten, typewritten, digital, and photographic format.

Cognitive: Cognitive or analytical acuity, such as analyzing, counting, summarizing, synthesizing information from multiple sources, interpreting written or verbal instructions, and recognizing social or professional behavioral cues

Mental acuity: Mental acuity to manage workers' compensation claims, safety, compliance and related programs and member services, evaluate and implement services for risk prevention and control, interpret legal and regulatory compliance requirements, effectively communicate with Authority staff, members and vendors on a variety of routine and complex matters, consult with management or board governance on policy decisions, evaluate results and make recommendations relative to the effective performance of the tasks. Periodically must address difficult or contentious situations.

The above statements are intended to describe the general nature and level of work being performed by the people assigned to this position. They are not intended to be construed as an exhaustive list of all job responsibilities.