Schools Insurance Authority (SIA), a Sacramento, CA based self-funded school risk retention joint powers authority, is recruiting for an experienced finance professional to fill the position of Chief Financial Officer (CFO). The CFO will report to the executive director and deputy executive director. The CFO will be responsible for the supervision of the finance department and share oversight of human resources (HR) and information technology (IT) with the Deputy Director. The CFO will oversee the preparation of financial statements, development of the annual budget, management of investment funds, claims reconciliations, and financial audits. The CFO will support the management team by servicing member districts and working with the SIA Executive Committee and Board of Directors. The successful candidate should have excellent interpersonal, customer service, and communication skills. The salary range for this position is $140,000-$175,000. SIA provides a comprehensive benefits package which includes medical, dental and vision coverage with SIA providing contribution towards employees' benefit costs. There is also CalPERS Employee Retirement as well as SIA paid Life, Disability and ADD benefits. Optional benefits include FSA Medical and Dependent Care, 403(b) and CalPERS 457 tax sheltered plans. 12 paid holidays per year plus two 8-hour floating holidays. Please send cover letter and resume by August 1, 2021, to Apply4Jobs@sia-jpa.org attention Todd Cheli Finance/Human Resources.

**CHIEF FINANCIAL OFFICER (CFO)**

Class 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.

**SUMMARY DESCRIPTION**

The CFO shall have the primary responsibility of supervising the financial, accounting, audit, and fiscal aspects of the Authority’s operations and the coordination of the supporting systems and financial controls.

**REPRESENTATIVE DUTIES**

The following duties are typical for this classification. 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 and changing business practices.

1. Assist the Executive Director and Deputy Director in developing a strategic financial plan to ensure continued success of the Authority.
2. Together with the Executive Director and Deputy Director, develop and oversee an annual operating budget that supports the Authority’s long-term strategy.
3. Engage the SIA Executive Committee and Board of Directors with an annual budget, setting of program rates, and strategic plan.
4. Keep the Executive Committee and Board of Directors aware of the financial position and financial development of the Authority.
5. Ensure financial record systems are in accordance with Generally Accepted Accounting Principles (GAAP).
6. Oversee all accounting and maintenance of the accounting systems.
7. Receive and approve requests for disbursements; authorize disbursements in accordance with policies and procedures.
8. Assist in the formulation and development of policies, procedures, and programs.
9. Plan, direct and coordinate, through subordinate level staff, the Finance Department’s work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
10. In coordination with the Executive Director and Deputy Director, develop and implement investment policies.
11. Ensure that reports are prepared as necessary and in accordance with policy and practices; prepare or direct the preparation and reconciliation of journals, ledgers, and other accounting records; prepare or direct the preparation of records and reports for submission to various regulatory and other governmental agencies.
12. Coordinate all financial audit activities.
13. Coordinate payroll processing.
14. Provide staff assistance to the Executive Director and Deputy Director; participate on various boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
15. Represent the Finance Department to other departments, clients, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of workers’ compensation.
17. Together with the Deputy Director, oversee and direct the human resource and information technology needs of the Authority.
18. Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of programs within the finance and operations department.

Principles and practices of program development and administration.

Principles and practices of public agency financial management including accounting, budgeting, auditing, investing, and reporting functions as well as Generally Accepted Accounting Principles (GAAP).

Principles and practices of payroll.

Principles and practices of human resources management.

Principles and practices of benefits administration.

Office procedures, methods, and equipment including computers and applicable software applications.

Business letter writing and report preparation.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Manage and direct a comprehensive finance program.

Develop and administer departmental goals, objectives and procedures.

Analyze and assess programs, policies and operational needs and make appropriate adjustments.

Plan, organize, direct and coordinate the work of lower level staff.

Delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Monitor expenditures consistent with approved budget.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Interpret and apply applicable federal, state and local policies, laws and regulations.

Operate office equipment including computers and supporting software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *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:**

A Bachelor’s degree from an accredited college or university with major course work in finance, accounting, business administration, or a related field.

Certified Public Accountant (CPA) designation preferred.

**Experience:**

Seven years of increasingly responsible experience in fiscal management, accounting, or a related field including a minimum of three years in a supervisory capacity.

**License or Certification:**

Possession of a Driver’s License is required.

**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 accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Standard office setting; exposure to computer screens.

**Physical:** Sufficient physical ability to work in an office setting and operate office equipment; sit or stand for prolonged periods of time; light lifting.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.