

# Massachusetts School Building Authority

## Job Description

**Title:** Chief Financial Officer  
**Department:** Finance  
**Reports To:** CEO and Executive Director / Deputy CEO  
**FLSA:** Exempt  
**Grade** 20

### **I. POSITION DESCRIPTION AND SCOPE**

The Chief Financial Officer (CFO) is responsible for the MSBA's financial plans, debt issuance, budgeting, auditing, cash management, investment, and financial controls. The CFO manages all finance and audit staff. In addition, as part of the MSBA's senior leadership team, the CFO plays a critical role in partnering with the Senior Management team, and Board to set the organization's strategic direction and ensure the efficiency of its operations.

### **II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Develop and implement financial policies, procedures, standards, and systems for the operation of the MSBA.
- Implement and oversee financial and accounting system controls and standards to assure timely and accurate financial and statistical reports for the Executive Director and the Board.
- Oversee operations of the departments managed by the Financial Administration Manager, Treasurer, and Director of Audit.
- Coordinate operations with the General Counsel on drafting legal and financial documents, letters, and other correspondence. Assist with the negotiation, review, and approval of contracts.
- Coordinate operations with the Director of Capital Planning to develop procedures, plans, forms, documents, and policies to assure accurate financial estimates, project cash-flows and budgets, and monitoring of projects.
- Coordinate operations with the Director of Information Technology on the development, implementation, and installation of automated systems and procedures.
- Implement and oversee a diligent system and structure for internal controls.
- Develop and implement investment and debt management policies. Monitor investment and debt management procedures and practices pursuant to said policies. Review investment and debt management policies on a regular basis to update and implement continuing best practices.
- Approve the issuance of official statements and other documents related to debt issuance.
- Oversee the preparation of complex financial reports, documents, and other information as required by the Commonwealth, other state entities, and the Federal government.
- Oversee and supervise the production of management reports, financial statements, and other statistical reports from various internal information technology systems.
- Develop and oversee the publication of various financial reports for the MSBA and the public.
- Monitor the expenditures and revenue of the MSBA to identify the need for more in-depth analysis of spending trends and cash flow needs, ensure the accuracy of financial reporting, and that all requirements and obligations are met.
- Monitor Massachusetts sales tax revenues, including analyzing trends of future revenues and impact on the MSBA .
- Act as fiscal intermediary with cities, towns, regional school districts, community organizations, and Commonwealth agencies, authorities, departments, and other governmental units.

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### III. OTHER DUTIES AND RESPONSIBILITIES

- Attend and present at the meetings and sub-committee meetings of the MSBA Board of Directors.
- Coordinate with the MSBA's business information and technology division the data conversions, implementation of new data systems and/or major revisions in data systems with MSBA staff, users, and vendors.
- Attend special meetings, investor meetings, credit agency presentations, and hearings as directed by the Chief Executive Officer and Executive Director.
- Participate in MSBA procurements, as required.

### IV. SUPERVISORY RESPONSIBILITIES

- Manage members of the MSBA Finance staff, including day-to-day work efforts, training, and performance management.
- Oversee the MSBA Audit Department and its staff.
- Manage consultants, contracted employees, and outside vendors, as applicable.

### V. REQUIRED KNOWLEDGE AND SKILLS

- B.A. or B.S. required; CPA, MBA, or similar Master's degree in Economics, law, Finance, or Accounting preferred.
- Minimum of 8 years of professional experience with Massachusetts state agencies and/or municipal operating budgets
- Finance, accounting, debt and cash management experience.
- Expertise in Excel and spreadsheet manipulation.
- Knowledge and experience with Microsoft Word, PowerPoint, and Access, as well as standard accounting packages.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Three years of supervisory experience
- A successful track record in setting priorities; keen analytic, organization, and problem solving skills that support and enable sound decision making.

Please apply via <http://www.massschoolbuildings.org/about/careers>