



# Lockney ISD

## Employment Opportunity: Business Manager / CFO

**Lockney ISD is seeking a qualified Business Manager or CFO candidate for the 2024-2025 fiscal year.**

**Job Title:** Business Manager / CFO

**Reports to:** Superintendent of Schools

**Primary Purpose for Position:** Direct and manage the business operations of the District including accounting, budgeting, payroll, purchasing, and revenues. This is a very demanding and important position that requires substantial understanding of school finance and the factors that impact it.

**Special Knowledge:** Knowledge of budgeting and funding template, accounting systems and applications, federal and state programs compliance and accountability, employer tax responsibilities, Financial Integrity Rating System, worker's compensation, and employment eligibility.

**Special Skills/Abilities:** A servant's heart for people; ability to learn new software and technology; assisting in the development and maintenance of a fiscal budget; attention to detail; attention to deadlines; forecasting enrollment and revenue trends; managing multiple tasks throughout the day; organization of data and yearly requirements; overseeing needs of the business office; ability to work under stressful situations and deadlines; and working with people.

**Job Description:** LISD utilizes the TASA Model Job descriptions as a baseline for all professional positions. As with most positions, this description is not fully inclusive of all responsibilities associated with the position. This position will require: working with the Superintendent to ensure efficient Fiscal management of the District; preparation of a budget with immediate and long-term goals of the District in mind; ensuring accounting systems comply with all applicable laws and regulations including the TEA Financial Accounting Manual; assisting external auditors of the District; oversight of payroll, accounts payable, and human resources; proper handling and allocation of revenue; oversight of all bank reconciliations; oversight of District expenditures with a focus on District goals and efficiency; oversight of Risk Management;

**Education:** Degree in Accounting or Finance preferred. (Continuing Education Credits and professional memberships will be required of this position.)

**Experience:** Experience or background in school finance preferred. Experience in educational setting is preferred but not required.

**Compensation:** Commensurate with education and experience.

**Term: 220 Days**

**Beginning Date:** Flexible/Negotiable. Our current business manager is retiring at the end of August. She will be available to assist in the transition of our new business manager. The amount of time needed for an effective transition will determine the date of hire. This will be negotiated when the right candidate is selected. The latest start date for this position will be July 1, 2024. Interviews will begin March 1st, 2024.

Lockney ISD is a small 2-A District located approximately 60 miles northeast of Lubbock. We serve approximately 375 students and are seeking a candidate to help us navigate the challenges facing small rural schools. One of the best benefits of this position is the climate and culture in our administrative suite. We are service oriented and seek a friendly, competent, and energetic partner to help us serve the needs of our District and the people who serve our students.

Letters of Interest and Resume' may be sent to:  
(Please use Business Manager in the subject line.)

Jim Baum, Superintendent  
P.O. Box 42  
Lockney, TX 79241

Or emailed to:

[baum.jim@lockneyisd.net](mailto:baum.jim@lockneyisd.net)