

Perry County Board of Education

John H. Heard III, Superintendent

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Marion, Alabama 36756

Clifford Coleman, Chairman
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August 19, 2010

The Perry County Board of Education is seeking applicants for the position of:

Custodian of Funds/Chief School Finance Officer

DUTIES:

1. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
2. Maintain a school payroll accounting system in accordance with applicable laws and regulations.
3. Prepare financial reports annually and at other times as requested by the local superintendent, the local board of education, and other agencies.
4. Prepare reports as required by other agencies.
5. Maintain an adequate system of internal controls including property and inventory accounting.
6. Maintain a sound system of cash management.
7. Maintain a sound accounting system in the individual local schools.
8. Maintain a system of contracting and purchasing procedures.
9. Coordinate the preparations of the annual budget and any amendments as appropriate.
10. Maintain the financial operations of the Child Nutrition Program and other special programs in accordance with state and federal requirements.
11. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.
12. Perform other duties as may be assigned to the position by law, by the local school superintendent and local board of education, and by rules and regulations of the State Board of Education and the local government.

REQUIREMENTS: Have at least four years of experience in a public agency accounting, receive a certification of Chief School Finance Officer designation from the Alabama State Department of Education within three (3) years of employment, maintain certification through continuing education requirements, and meet one or more of the following professional requirements:

- a) Hold a baccalaureate degree from an accredited four-year college or university with a concentration in a business-related curriculum (accounting, finance, business administration, etc.) including at least 9 semester hours in accounting.
- b) Hold a MBA or other graduate degree in a business-related field from a regionally accredited institution.
- c) Is a Certified Public Accountant.
- d) Hold a baccalaureate degree in a concentration other than a business-related curriculum but has at least 24 semester hours of business-related courses, with at least 18 hours in the following courses (or course equivalent):
 1. Principles of Accounting I (3 semester hours).
 2. Principles of Accounting II (3 semester hours).
 3. Intermediate Accounting (3 semester hours).
 4. Cost Accounting (3 semester hours).
 5. Governmental Accounting (3 semester hours).
 6. Financial Management (3 semester hours).
 7. General Management (3 semester hours)
 8. Business (or Organizational) Communication (3 semester hours).

SALARY: The salary for this position will be commensurate with qualifications and experience.

BEGINNING DATE:

APPLICATION PROCEDURES: The applicant should complete by September 2, 2010 a Perry County Board of Education application to:

Mr. John H. Heard, III, Superintendent
Perry County Schools
P O Box 900
Marion, AL 36756