



TALLAPOOSA COUNTY

SCHOOLS

VACANCY NOTICE

Posting Date: June 7, 2010
Application Deadline: June 21, 2010

TITLE: Director of Finance/ Chief School Financial Officer

QUALIFICATIONS:

- a) Certified Public Accountant or Certified Government Financial Manager Preferred.
- b) Minimum of a bachelor's degree in business administration, finance or accounting.
- c) Five (5) years full-time experience in public agency accounting.
- d) Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Board of Education

JOB GOAL: To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial the resources available and to relieve the Board of all unnecessary concern with the actual handling of district money.

DUTIES AND RESPONSIBILITIES:

- A. Attends meetings of the Board.
- B. Acts as custodian of all moneys belonging to the district.
- C. Receives all moneys belonging to the district.
- D. Gives a bond in such sum as shall be required before entering on the duties of the office, the premium on such bond to be paid by the Board.
- E. Pays out district moneys on written order of designated officials of the Board
- F. Gives detailed accounts of moneys received and disbursed at least once a month prior to the regular meeting of the Board and at such other times as the Board may request.
- G. Prepares, analyzes and submits a monthly report on the district's fiscal status and post to school website.
- H. Renders a full annual report at the end of each fiscal year.
- I. Examines financial documents, records, and accounts from time to time for the purpose of determining the propriety of transactions, ascertaining whether all transactions have been properly recorded, and determining whether statements drawn from accounts reflect an accurate picture of financial operations and financial status.
- J. Supervises the preparation of studies establishing, appraising, and/or improving financial procedures.
- K. Evaluates the system of internal audits.
- L. Works closely and cooperatively with independent auditors as the Board may engage from time to time to meet its legal obligations for ensuring sound fiscal controls.
- M. Supervises the management of the financial affairs of the schools.
- N. Assumes responsibility for budget development and long-range financial planning.

- O. Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.
- P. Supervises all accounting operations.
- Q. Administers a budget control system for the district.
- R. Acts as advisor to the superintendent on all questions relating to the business and financial affairs of the district.
- S. Interprets the financial concerns of the district to the community.
- T. Maintains general, revenue, and appropriations ledgers on an encumbrance basis.
- U. Recommends new accounting methods as desirable and necessary.
- V. Develops budget guidelines, coordinates preparation of the budget, and assists key administrators in review of the budget.
- W. Purchases by competitive bidding, informal quotations, and negotiation, and in compliance with Board policy, items of supply and equipment necessary for the operation of the school district.
- X. Develops and maintains appropriate records, such as vendors' register, commodity register, bidders' list.
- Y. Maintains accounting records on all construction projects.
- Z. Performs such other tasks as may from time to time be assigned.

TERMS OF EMPLOYMENT: Twelve months. Salary to be established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

HOW TO APPLY: It is requested that any applicant with an application already on file notify the Personnel Office in writing or by email of continued interest in being considered for a posted position. Applications and Letters of Interest will be accepted until 4:00 pm on the day of the deadline. Any questions should be directed to the Director of Personnel, (256) 825-1020.

ONLY COMPLETED APPLICATIONS WILL BE CONSIDERED

Address All Inquiries to:

**Personnel Department
Tallapoosa County Board of Education
125 N. Broadnax Street, Room 113
Dadeville, AL 36853**

**The Tallapoosa County Board of Education is an equal opportunity employer.
Minorities are encouraged to apply.**

Email Address: nhatcher@tallapoosak12.org

Board Website: www.tallapoosak12.org