

TALLAPOOSA COUNTY SCHOOLS

JOB TITLE: Chief School Financial Officer

QUALIFICATIONS:

1. Have a minimum of three years experience in public agency accounting.
2. Possess or be eligible to possess certification as a Chief School Finance Officer from the Alabama State Department of Education,
3. Maintain certification through continuing education requirements, and meet one or more of the following professional requirements:
 - 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.
 - Hold an MBA or other graduate degree in a business-related field from a regionally accredited institution.
 - Certified Public Accountant preferred.
 - Hold a baccalaureate degree in a concentration other than a business-related curriculum but have 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) Communications (3 semester hours)
4. Must be bondable.
5. Valid Alabama Drivers License.

FLSA: Exempt

REPORTS TO: Superintendent

FIDUCIARY RESPONSIBILITY: Board of Education

SUPERVISES: Accounts Payable Bookkeeper, Payroll Clerk, and Central Office Bookkeeper

TERMS OF EMPLOYMENT:

Negotiable depending upon experience, knowledge, and skills and abilities.

DUTIES AND RESPONSIBILITIES:

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. Personally notify, in writing, each board member and the superintendent of education, of any financial transaction of the board of education which the chief school financial officer deems to be non-routine, unusual, without legal authorization, or not in compliance with fiscal management policies of the board.
4. Prepare financial reports annually and at other times as requested by the local school superintendent, the local board of education, and other agencies.
5. Prepare monthly financial reports to the board of education as required by law.
6. Be bonded in an amount determined by the State Board of Education.
7. Prepare reports as required by other agencies.
8. Maintain an adequate system of internal controls including property and inventory accounting.
9. Maintain a sound system of cash management.
10. Maintain a sound accounting system in the individual local schools.
11. Maintain a system of contracting and purchasing procedures.
12. Coordinate the preparation of the annual budget and any amendments.
13. Maintain the financial operations of the child nutrition program and other special programs in accordance with state and federal requirements.
14. Supervise and evaluate all personnel assigned to business and finance operations.
15. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.
16. Responsible for investment of funds upon local superintendent's approval.
17. Serve as network administrator for accounting software.
18. 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledgeable of accounting standards, laws, policies, rules, and regulations.
2. Knowledgeable of tax laws and applicable regulations that impact upon employee's benefits, tax forms, and related employee concerns.
3. Knowledgeable in group business techniques and computers at a level required to implement and maintain an automated financial system.
4. Ability to supervise and evaluate personnel assigned to the areas of business and finance.
5. Ability to communicate effectively in written and verbal form.
6. Possess physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensity work environment.

7. Posses ability to work effectively with local superintendent and local Board of Education to assist and facilitate accomplishment of school system goals and objectives.

EVALUATION:

The evaluation of the Chief School Financial Officer's job performance will be determined by the Superintendent of Education with the consultation of the school board.

SOURCE: Tallapoosa County Schools, Dadeville, Alabama