

TITLE: Chief School Financial Officer

QUALIFICATIONS:

1. Minimum of B.S. Degree in Accounting, or Finance, or other Business-related field
2. Experience in Educational Finance, preferred.
3. Must have completed or be enrolled in Alabama School Business Official's Certificate Program

REPORTS TO: Board of Education

SUPERVISES:

1. Business Office Staff
2. Local school bookkeepers

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 resources available

PERFORMANCE RESPONSIBILITIES:

1. Supervises the management of the financial affairs of the schools.
2. Assumes responsibility for budget development and long-range financial planning.
3. Establishes and supervises a program of accounting adequate to record in detail all money and credit transactions.
4. Supervises all accounting operations.
5. Acts as payroll supervisor for the district.
6. Supervises the collection, safekeeping and distribution of all funds.
7. Manages the district's real estate and insurance programs.
8. Supervises the district's supporting services, through the directors of property services, transportation, purchasing, food services and business services.
9. Contributes to process of facility expansion program, and long-range Capital Plan development.
10. Administers a budget control system for the district.
11. Administers a property control system for the district.
12. Acts as advisor to the superintendent on all questions relating to the business and financial affairs of the district.
13. Assists in recruiting, hiring, training, supervising and evaluating all clerical, financial and support staff personnel.
14. Arranges for the internal auditing of the school accounts.
15. Interprets the financial concerns of the district to the community.
16. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by higher authority.

TERMS OF EMPLOYMENT:

Twelve-month year, with contract and/or salary scale established by the Board for this position

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Support Personnel.