NOTICE OF VACANCY IN THE POSITION OF CSFO CULLMAN CITY SCHOOLS

Job Title: Chief School Financial Officer

Application information: This search is being conducted by the Board's counsel, Mark S. Boardman, with Boardman, Carr, Petelos, Watkins, Ogle and Howard, P.C. All applicants will be kept confidential.

All applications will be taken by Mr. Boardman at:

BOARDMAN, CARR, PETELOS, WATKINS, OGLE & HOWARD, P.C.
400 Boardman Drive
Chelsea, AL 35043-8211
(205) 678-8000
Facsimile (205) 678-0000
mboardman@boardmancarr.com
www.BoardmanCarr.com

Mr. Boardman, together with other Board counsel, will review all applications and recommend finalists to the School Board. The Board may interview some or all of the finalists. The finalist will be interviewed by the Cullman City Board of Education.

Unofficial transcripts should also be sent to Mr. Boardman with all application materials to Boardman, Carr, Petelos, Watkins, Ogle & Howard, P.C.

Applications must be completed and transcripts received by **October 5, 2026.**

For additional information, please contact
Mark S. Boardman at 205 678-8000 or
mboardman@boardmancarr.com

Cullman City Board of Education Job Description

Responsible To: Superintendent and Cullman City Board of Education

Fiduciary Responsibility: Cullman City Board of Education

FLSA Status: Exempt

Job Goal: To administer the business affairs of the school system in such a way as to provide the best possible educational services with the financial resources available and to be responsible for a financial management system that reflects the financial condition of the local board of education on a timely and accurate basis.

Qualifications:

1. Must (at a minimum) hold a Bachelor's degree from an accredited four-year college or university with a concentration in a business-related curriculum, accounting, or finance.
2. MBA or other graduate degree from an accredited institution
3. Certified Public Accountant - CPA
4. Three years' experience in a business-related field
5. Extensive experience with Financial System implementation (Preferred)
6. Current Certification as a Chief School Finance Officer - CSFO (Preferred) or complete an Alabama State Department of Education required certification for CSFOs
7. Must meet annual requirements for continuing education to maintain CSFO certification.
8. Must be bondable
9. Must have a valid Alabama's Driver's License
10. Three years' experience with directing human resources/personnel (Preferred)
11. Demonstrated organizational, communication, and interpersonal skills required to achieve the goals of the institution
12. Ability to supervise personnel - three or more years of supervisory experience in K-12 educational accounting (Preferred)
13. Completion of the Alabama Association of School Business Officials Program (Preferred)
14. Meet such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Required Knowledge, Skills, and Abilities:

1. Knowledge of accounting laws, policies, rules, and regulations
2. Knowledge of tax laws, reforms, and regulations which impact employee benefits, tax forms, and related concerns
3. Knowledge of business techniques and computers at a level required to implement and maintain an automated financial system (i.e., knowledgeable in McAleer/NextGen)
4. Ability to supervise and evaluate personnel assigned to the area 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 environment

Job Duties and Responsibilities:

1. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
2. Verify the receipt of all funds to which the local board of education may be entitled by law or which may come into the board's possession for public school purposes.
3. Verify the payment of such funds, such payments to occur only on written order of the local superintendent of education.
4. Keep an accurate record of all receipts and expenditures and provide such information to the local superintendent and the local board.
5. Make reports as may be required by law, by the local board of education, or by rules and regulations of the State Board of Education (To include interface of local school records).
6. Post the annual school system budget and monthly financial reports, in the form required by law, on the school system website.
7. Maintain a school payroll accounting system in accordance with applicable laws and regulations.
8. Prepare financial reports annually and at other times as required and/or requested by the local school superintendent, the local board of education, and other agencies.
9. Prepare monthly financial reports for the board of education as required by law.
10. Prepare reports as required by other agencies.
11. Maintain an adequate system of internal controls, including property and inventory accounting.
12. Maintain a sound accounting system in the individual local schools.
13. Maintain a system of contracting and purchasing procedures.
14. Coordinate the preparation of the annual budget and any amendments.
15. Maintain the financial operations of the child nutrition program and other special programs in accordance with state and federal requirements.
16. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.
17. Make investments of funds upon local superintendent approval.
18. Serve as network administrator for accounting software.
19. Supervise and evaluate all personnel assigned to business and financial operations.
20. Perform other duties, including attending meetings and making presentations, as may be assigned to the position by law, the local school superintendent and/or local board of education, and by rules and regulations of the State Board of Education.
21. Be bonded in an amount determined by the State Board of Education.

The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Terms Of Employment: Twelve Months

Contract Period: Negotiable

Salary Range: Competitive and negotiable based upon years of experience.

Evaluation: The evaluation of the Chief School Financial Officer's job performance will be determined by the Superintendent of Education in accordance with established Board policies and administrative procedures and guidelines.

Cullman City Schools Board of Education Application
for
Chief School Financial Officer

Personal Information

Name _____
Title Last First Middle Maiden

Present Street Address _____

City _____ State _____ Zip Code _____

Mailing Address (if different) _____

Telephone Number_____ Gender Male or Female _____

E-Mail Address _____

Are you certified as a Chief School Financial Officer in Alabama? _____

Education:

Colleges/Universities	Major/Minor-Degree	Date: From - To

Employment History (continue on attachment if necessary):

Year Dates (Start -End)	Position	Employer and Supervisor	Address and Phone number	Ending Salary
- Present				

Years in current position _____ Are you presently under contract? _____
Number of schools in system _____ Number of employees _____
Your school system budget _____

If you answer "Yes" to any of the questions below, please use the space provided or an attachment to give a detailed explanation, including the name and address of the employer (if applicable) the date of the charge or incident, the court, court action, and address of the court involved (if applicable) and the stated reason for any employment action. Although a "YES" answer may not disqualify you from consideration for employment, it may affect your suitability for an employment position.

Have you ever:

1. Been dismissed, suspended, terminated, or forced to resign from any employment position?

2. Been investigated for misconduct related to your employment?

3. Have you been refused continuing service status or tenure?

4. Been under investigation or charged with violating the Alabama Ethics Law, Educator Code of Ethics, or similar professional inquiry?

5. Had a professional certificate, credential, or license (of any kind) revoked or suspended, or been placed on probationary status for any alleged misconduct or violation of professional standards or conduct?

6. Failed to complete a contract for educational services in any educational or school-related position?

7. Been denied a professional license for which you applied, or granted a professional license on a conditional or probationary basis based on any alleged misconduct or alleged violation of professional standards of conduct?

8. Been convicted, pled guilty, or pled nolo contendre (no contest) to any criminal offense other than a minor traffic violation? (Examples of what should be included, but are not limited to, a felony, misdemeanor, or DUI)

9. Been investigated based on a report of child abuse or neglect, or suspected child abuse or neglect by a State Agency?

10. A report of child abuse or sexual activity involving a K through 12 student or other minor filed against you with a school district, a state or federal agency, a police agency, or in a court of law?

11. Been investigated for misconduct related to your employment?

Authorization:
I hereby authorize any local board of education or specialty school with whom I seek employment to obtain information relating to my current and previous employment, education, personal history records, military service records, and criminal history records. _____ (initials)

Other Documentation:

a. **Provide three letters of recommendation. At least one of these references must be a person who has supervised your work. Be sure to ask for the reference to include a contact phone number and email address.**
b. **Provide a copy of a valid driver's license. Only the side that includes the photo is needed.**
c. **Email this Application, a cover letter, three recommendation letters, an unofficial transcript (highest degree), and your resume directly to mboardman@boardmancarr.com, hand deliver, or mail it to:**

Mark Boardman
400 Boardman Drive
Chelsea, AL 35043-8211

I hereby certify that, to the best of my knowledge, all information provided by me on this employment application and all other information provided by me in the course of applying for employment with any local board of education or specialty school within the State of Alabama is truthful, accurate, and complete.

I agree to hold harmless and release Cullman City Board of Education, its legal counsel, and agents from any expense, liability, or loss arising from any background investigation. I further understand and agree that my act of electronically submitting this application constitutes my electronic signature.

_____ _____

Date **Signature**

It is the official policy of the Cullman City Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.