

**ALEXANDER CITY SCHOOLS**  
JOB DESCRIPTION

**JOB TITLE: CHIEF SCHOOL FINANCIAL OFFICER**

**REPORTS TO:** Superintendent/Board of Education

**SUPERVISES:** System Bookkeeper  
Central Office Bookkeeper - Accounts Payable  
Indirectly Supervises Local Schools' Bookkeepers  
CNP Coordinator

**QUALIFICATIONS:**

Have a minimum of three years' experience in public agency accounting, obtain certification as a Chief School Finance Officer from the Alabama State Department of Education within three (3) years of employment, maintain certification through continuing education requirements, be bondable, and meet one or more of the following professional requirements:

1. Hold a baccalaureate/bachelor 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.
2. Hold a MBA or other graduate degree in a business-related field from a regionally accredited institution.
3. Is a Certified Public Accountant.
4. Hold a baccalaureate/bachelor degree in a concentration other than a business-related curriculum but has a least 24 semester hours of business-related courses, with at least 18 hours in the following courses (or course equivalent):
  - (1) Principals of Accounting I (3 semester hours)
  - (2) Principals 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)

**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. Excellent computer skills.
5. Strong interpersonal skill.
6. Ability to supervise and evaluate personnel assigned to the areas of business and finance in a manner conducive to efficiency and high morale.

7. Ability to communicate effectively in written and verbal form.
8. Possess physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensity work environment.
9. Possess ability to work effectively with local superintendent and local board of education to assist and facilitate accomplishment of school system goals and objectives.

#### JOB GOAL:

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

#### PERFORMANCE RESPONSIBILITIES:

1. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
2. Plan, administer, and control financial activities of schools and departments by monitoring and providing oversight and assistance to subordinate managerial and administrative staff.
3. Attend training sessions, conferences and workshops as assigned to keep abreast of current practices, programs and legal issues.
4. Maintain a school payroll accounting system in accordance with applicable laws and regulations.
5. Prepare financial reports annually and at other times as requested by the local school superintendent, the local board of education, and other agencies.
6. Prepare monthly financial reports to the board of education as required by law.
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. Analyze and reconcile various general ledger accounts and prepare various journal entries for adjusting accounts.
13. Direct and oversee the annual budget preparation, including communication of budget information to the general public.
14. Assist with budget activities and workshops.
15. Maintain the financial operations of the child nutrition program and other special programs in accordance with state and federal requirements.
16. Interpret and enforce Alabama statutes, Department of Education rules, system policies and procedures as they relate to financial matters.
17. Responsible for investment of funds upon local superintendent's approval.
18. Serve as network administrator for accounting software.
19. Provide leadership and direction for assigned areas of responsibility.
20. Serve as liaison for auditors and federal, state and local agencies regarding matters to the community.
21. Maintain effective community relations and interpret finance matters to the community.
22. Perform other duties consistent with the goals and objectives of this position, to include 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.

#### PHYSICAL REQUIREMENTS:

N/A

TERMS OF EMPLOYMENT:

Salary and benefits shall be negotiable and set at the discretion of the Board. Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Evaluation of job performance will be conducted in accordance with the current requirements set forth by the Alabama State Department of Education and the policy of the Alexander City Schools.

*It is the policy of the Alexander City Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, nationality, origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under program, activity, or employment*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Last Revised: May 2015