

## **Phenix City Schools Position Announcement**

**JOB TITLE:** Chief School Financial Officer

**REPORTS TO:** Board of Education (day-to-day supervision provided by Superintendent of Schools)

**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.

**QUALIFICATIONS:**

Have a minimum of three years' experience in business-related field, obtain certification as a Chief School Financial Officer from the Alabama State Department of Education within three (3) years of employment, 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 is preferred.
- Licensed as a Certified Public Accountant (CPA)
- Current Certification as a Chief School Finance Officer (CSFO) or ability to obtain certification within three years.
- Must be bondable.

**DUTIES AND RESPONSIBILITIES:**

1. Maintain an open line of communication with the board of education and the Superintendent.
2. Liaison for school system in financial matters with external auditors, State Department of Education, and federal, state, and local government officials.
3. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
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. 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. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.
15. Assist the Superintendent in developing goals for the school system, both short and long term.
16. Participate in community relation efforts; interpret the financial matters of the system to the community as needed and as directed by the board of education and/or Superintendent.
17. Provide staff development opportunities for all employees involved with the financial operations of the school system.

18. Attend board meetings and report to board as directed by the board of education and Superintendent.
19. Perform other duties, as may be assigned to the position by law, the local school superintendent and local board of education, and by rules and regulations of the State Board of Education and the local government.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of accounting standards, laws, policies, rules, and regulations.
2. Knowledge of tax laws and applicable regulations that impact upon employee's benefits, tax forms, and related employee concerns.
3. Successful governmental accounting experience
4. Successful experience as a CSFO (preferred) with a strong understanding of Alabama finances and applicable laws surrounding public schools.
5. Successful experience as a manager of budget and fiscal affairs.
6. Ability to supervise and evaluate personnel assigned to the areas of business and finance.
7. Ability to communicate effectively in written and verbal form.
8. Ability to work with the superintendent to meet system goals.
9. Ability to listen.
10. High degree of ethics and professionalism.
11. Possess physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensity work environment.
12. Possess ability to work effectively with local superintendent and local board of education to assist and facilitate accomplishment of school system goals and objectives in both the short-term and long-term.

**SALARY:** The salary for this position is negotiable based on qualifications and years of successful experience.

**EVALUATION:**

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

**APPLICATION PROCESS:**

Application materials will be accepted through 10:00 PM on Sunday, September 17, 2023.

The search is being conducted by the Alabama Association of School Boards (AASB). All applications will be taken through Frontline, AASB's online application system, by visiting [Applitrack.com/alabamaschoolboards/onlineap](https://Applitrack.com/alabamaschoolboards/onlineap).

If this is your first time applying for an AASB-led search via Frontline, you must first create a user account and password. Next, login, complete the online profile, choose to apply for this search and upload a cover letter. You also must have an official transcript sent directly to AASB from the institution that granted the highest degree. Questions and transcripts can be directed to Adrienne Edwards at:

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