



Orange Beach City Schools

Chief School Financial Officer Job Description



Job Title: School Financial Officer (CSFO)

Reports to: Superintendent / Board of Education

Job Goal: To have an effective working relationship with all employees, departments, and outside agencies to administer the business and financial administration function of the school system.

Qualifications:

- Minimum of Bachelor's degree in Accounting from an accredited institution; MBA, or other graduate degree in business-related field preferred.
- Minimum of three (3) years work experience in a related field.
- Certified by the State of Alabama as Chief School Financial Officer.
- Must meet background clearance requirements as specified by Alabama Statutes or State Department of Education regulations.
- Demonstrates aptitude or competence for assigned responsibilities.
- Such alternatives to the above qualifications as the Board might find appropriate and acceptable.

Performance Responsibilities:

- Direct the day-to-day financial operations of the school system.
- Maintain responsibility for the accurate reporting of all financial transactions in accordance with generally accepted governmental accounting procedures.
- Establish and maintain a system of internal control procedures.
- Coordinate and supervise the preparation of monthly, interim, and annual financial statements in accordance with federal, state, and local laws.
- Coordinate and develop the annual budget with input from staff at the direction of the Superintendent and the Board.
- Serve as the school system's Budget Control Officer.
- Monitor and advise all departments and schools on the expenditure of funds.
- Develop and administer a program for purchasing supplies, materials, and equipment to include developing specifications and overseeing the bidding process.
- Act as the custodian of all Board funds.
- Coordinate the submission of federal, state, and local reports from financial operations to outside agencies.
- Monitor the employee benefit programs.
- Develop accounting policies and procedures for the financial operations of the school systems.
- Serve as risk manager.
- Manage the real estate and insurance program for the system.
- Supervise the disposal of surplus public property.
- Provide leadership in the area of contracted services to provide the most cost-effective delivery of all services to the system.
- Develop and administer a plan for a fixed asset inventory system.
- Coordinate the annual audit process with an independent auditor.
- Plan, organize, direct, supervise, and coordinate the Finance Department.

- Supervise all payroll systems and procedures and ensure compliance with federal, state, and local laws.
- Supervise the accounts payable systems and procedures.
- Responsible for all cash management functions of the system.
- Coordinate grant accounting and reporting.
- Maintain the financial operations of the Child Nutrition Program and other special programs in accordance with federal and state requirements.
- Direct the investment of idle Board funds.
- Assist in the preparation of bond issues.
- Provide staff development for all employees involved in the financial operations of the school system.
- Coordinate the record retention function within the system.
- Attend Board meetings and submit reports as required by the Superintendent and the Board.
- Advise the Superintendent of the financial status of the school system.
- Assist the Superintendent in developing long-range goals.
- Maintain ongoing professional development to become and remain current on principles and practices in the area of financial operations.
- Provide fiscal and technical assistance to principals, supervisors, and staff.
- Maintain open communication with all staff.
- Assist principals and department heads in developing budgets.
- Prepare spreadsheets for financial analysis.
- Be knowledgeable of the Internal Revenue Code and Section 501 (c) (3) organizations.
- Keep the Superintendent and the Board informed of potential problems or unusual events.
- Attend training sessions, conferences, and workshops, as assigned or appropriate, to keep abreast of current practices, programs, and legal issues.
- Represent the system in a positive and professional manner.
- Provide leadership and direction for assigned areas of responsibility.
- Supervise, coach, and/or mentor assigned personnel.
- Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- Attend Board Meetings and submit reports/documents as required by the Superintendent and the Board.
- Assist the Superintendent in the preparation of the Board agenda.
- Represent the system in various community and Board committees and activities.
- Assist the Superintendent in establishing and maintaining effective communication with schools and the community.
- Exercise proactive leadership in promoting the vision and mission of the system.
- Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services, and evaluation of services provided.
- Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Use appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- May be required to work beyond the 40-hour week.
- Perform any other tasks, special projects and duties as assigned by the Superintendent and the Board.

Terms of Employment: 12 month (240 Days)

Salary: Negotiable based on education, certification(s), and experience

Evaluation: Performance to be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

*Note: This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Orange Beach City Board of Education reserves the right to amend the job description as needed.