

SUMTER COUNTY SCHOOL SYSTEM

TITLE: Chief School Finance Officer

QUALIFICATIONS:

1. Hold, as a Minimum, Bachelor's Degree from an accredited four year college or university with a concentration in business-related curriculum, including at least nine semester hours in accounting.
2. MBA or other graduate degree from an accredited institution preferred.
3. Three years' experience in a business-related field
4. Receive a Certification of CSFO designation from Alabama State Department of Education within three years.
5. Maintain a Certification of CSFO by continuing education requirements.
6. Valid Alabama Driver's License.
7. Must be able to be Bonded

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Provides monthly accounting of all income and expenditures.
2. Prepares reports to the Superintendent concerning the status of budgeting accounts in an effort to guard against overspending of any budget account,
3. Provide-the Superintendent with a monthly financial report relative to accounts payable.
4. Approve payment of all expenditures incurred at the local schools that are payables of the Central Office.
5. Process all district personnel travel vouchers and monitor the same for budget adherence.
6. Recommend new accounting methods as desirable and necessary.
7. Prepare and submit quarterly and biannually reports on money market account, special reserve and etc. to the Sumter County Board of Education.
8. The Custodian of Funds shall give bond with a surety company authorized to do business in Alabama.
9. Receive and take charge of all monies to which the Sumter County Board may be entitled by law or which may come into its possession for public school purposes.
10. Pay out such money only on written order of the Sumter County Superintendent of Schools, approved by the chairman of the Sumter County Board of Education.
11. Keep an accurate record of all receipts and expenditures.
12. Make reports as may be required by law to the Superintendent by the County Board of Education, or by the rules and regulations of the State Board of -Education.
13. The amount of the bond of the Custodian shall be fixed by the Sumter County Board of Education at \$100,000, and shall be approved by the State Board of Education through its executive officer, the State Superintendent of Education, with whom a certified copy of the bond shall be filed.
14. Perform other duties as specified by the Superintendent.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of the job will be evaluated annually in accordance with provisions of the Board Policy on Evaluation of Administrative Support Personnel.

Approved by: _____ Date _____

Reviewed and agreed to by: _____ Date _____