



Chief School Financial Officer Job Description

Duties and Responsibilities of Chief School Finance Officers: The chief school finance officer is responsible for a financial management system that ensures the proper accountability for funds administered by a local board of education and its schools. The financial management system shall reflect the financial condition of the local board of education on a timely and accurate basis. The local board of education shall provide the resources necessary for the chief school finance officer to operate an effective financial management system.

An effective financial management system will require the chief school finance officer and other personnel to:

1. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
2. Maintain a school payroll accounting system in accordance with applicable laws and regulations.
3. Prepare financial reports annually and at other times as requested by the local school superintendent, the local board of education, and other agencies.
4. Prepare reports as required by other agencies.
5. Maintain an adequate system of internal controls including property and inventory accounting.
6. Maintain a sound system of cash management.
7. Maintain a sound accounting system in the individual local schools.
8. Maintain a system of contracting and purchasing procedures.
9. Coordinate the preparation of the annual budget and any amendments as appropriate.
10. Maintain the financial operations of the child nutrition program and other special programs in accordance with state and federal requirements.
11. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.
12. Perform other duties as may be assigned to the position by law, by the local school superintendent and local board of education, and by rules and regulations of the State Board of Education and the local government.

Qualifications for Chief School Finance Officers: A Chief School Financial Officer shall meet the minimum job qualifications established by the State Board of Education as reflected in [Alabama Administrative Code Section 290-2-5-.03](#) and shall possess or be eligible to possess certification required by the State Board of Education as reflected in [Alabama Administrative Code Section 290-2-5-.04](#). Once hired, the CSFO shall be required to meet the continuing certification requirements of the Alabama State Department of Education.

Salary Range: To be determined and commensurate with local salary matrix, credentials, and experience.

Physical Requirements: Requires light work exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently. Job involves sitting most of the time.

To apply please fill out an application on Teach in Alabama and apply online.