

HUNTSVILLE CITY SCHOOL SYSTEM

JOB DESCRIPTION MANUAL (HR-P1-R1)

JOB TITLE	Assistant Chief School Financial Officer
JOB CODE	DM-115
JOB GRADE	AA/00
JOB GOAL	To assist the Chief School Financial Officer (CSFO) with the financial management system ensuring the proper accountability for funds administered by a local board of education and its schools. To provide effective leadership direction and oversight in developing, coordinating, and maintaining fiscal and administrative services and to ensure the operational support of school system programs is in compliance with relevant standards and established operating practices by providing cost-effective and efficient technology and business operations.
REPORTS TO	Chief School Financial Officer (CSFO)
SUPERVISES	Accounts Payable, Child Nutrition Program, Finance, Financial Systems Management, Operations, Payroll, and Purchasing

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collaborates with the Chief School Financial Officer to manage the district's financial systems, ensuring compliance with Generally Accepted Accounting Principles (GAAP) and relevant regulations at local, state, and federal levels.
- Oversees daily financial operations, including budgeting, accounting, payroll, purchasing, accounts payable, and asset management.
- Aids in developing and managing departmental budgets across all operational areas, ensuring alignment with district policies and legal standards. Partners with departments to create both long-term and short-term financial strategies that support district objectives.
- Attends board work sessions, meetings, and other stakeholder events, providing financial insights in both public and private forums as required.
- Ensures timely preparation of accurate monthly financial statements and presents detailed reports to the CSFO and stakeholders, supporting informed decision-making and strategic planning.
- Collaborates with the CSFO to implement and supervise internal audits, ensuring compliance with budgetary and fiscal regulations. Monitors internal financial controls and recommends improvements to safeguard district assets and enhance fiscal responsibility.
- Manages the collection and disbursement of revenues, ensuring transaction accuracy and timeliness. Monitors expenditures to stay within budget and implements corrective actions for variances.
- Leads and mentors finance department personnel, including finance coordinators, directors, and school bookkeepers. Conducts performance reviews, provides training, and recommends professional development opportunities to enhance team effectiveness.

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- Establishes clear performance goals and accountability standards for financial departments, implementing systems to monitor and improve service quality across all operations in alignment with the district's educational objectives.
- Reviews and recommends updates to financial policies and procedures to meet evolving legal, fiscal, and operational requirements. Collaborates with senior leadership to propose and implement enhancements in financial practices and systems.
- Supports initiatives to streamline financial processes, such as purchasing, payroll, and accounts payable. Leverages technology (e.g., Nextgen and other systems) to improve efficiency and minimize manual errors, optimizing automated systems for document routing, ACH payments, and approval workflows.
- Performs additional job-related tasks as needed to ensure the smooth operation of the district's financial management systems and support the Chief School Financial Officer in achieving organizational goals.

QUALIFICATIONS

EDUCATION/EXPERIENCE

A Bachelor's Degree in accounting, finance, business administration, or closely related field and a minimum of three (3) years of progressive experience in executive-level financial management is required. A Master's Degree in accounting, finance, business administration, or closely related field or Certified Public Accountant (CPA) license as well as experience in a K-12 school district, higher education, or public sector environment is strongly preferred.

Proven expertise in budget development, financial reporting, internal controls, and ensuring compliance with GAAP, as well as federal, state, and local regulations is required.

SKILLS/ABILITIES

Strong leadership and management skills, adept at mentoring, supervising, and inspiring financial teams across diverse departments.

Exceptional analytical, problem-solving, and decision-making abilities, with a proven history in navigating complex financial scenarios.

Proficient in financial software systems and advanced Microsoft Excel, including expertise in financial modeling and data analysis.

Excellent written and verbal communication skills, capable of fostering positive relationships with stakeholders at all levels.

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.

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TERMS OF EMPLOYMENT

Twelve month year. Salary as recommended by the Superintendent and approved by the Board.

This specification has been designed to represent the general nature and level of work found in this position. As such, it is not intended to contain all duties and qualifications of an employee in this position. Consequently, it is not intended to be perceived as an identification of essential job functions as required by ADA. Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to that position.