

MONROE COUNTY SCHOOLS
CHIEF SCHOOL FINANCE OFFICER
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree in Accounting and/or Bachelor's degree in Business Administration/Finance or related field.
- (2) Preferred work experience in related field.
- (3) Certified (or eligible for certification) by the State Department of Education as Chief School Finance Officer.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of Alabama school laws, regulations, and School Board policies and procedures as they apply to finance and payroll services. Ability to direct work of subordinates in a manner conducive to efficiency and high morale. Ability to establish and maintain effective working relationships with superiors, associates and subordinates contacted within the course of work.

REPORTS TO:

Superintendent, Board of Education

JOB GOAL

To ensure efficient, accountable bookkeeping of the Central Office and local school finances.

SUPERVISES:

Assigned personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Plan, administer, and control financial activities of schools, monitoring and oversight and departments with the assistance of subordinate managerial and administrative staff.
- * (2) Direct and oversee the annual budget preparation and its implementation, including communication of budget information to the general public.
- * (3) Supervise the Payroll Department.
- * (4) Assist the Superintendent in developing financial policies.
- * (5) Interpret and enforce system policy.
- * (6) Supervise Finance, Payroll & Benefits for Personnel and coordinate activities between units within business services.
- * (7) Interpret and enforce Alabama Statutes, Department of Education rules, System policies and procedures as they relate to financial matters.
- * (8) Serve as liaison for auditors and federal, state and local agencies regarding operations of the department.
- * (9) Prepare financial reports and maintain appropriate records.
- * (10) Assist with budget activities and workshops.
- * (11) Maintain effective community relations and interpret finance matters to the community.
- * (12) Assist in development of School Board policies and administrative guidelines.
- * (13) Analyze and reconcile various general ledger accounts.

Chief School Finance Officer (Continued)

- * (14) Prepare various journal entries for adjusting accounts.
- * (15) Coach and/or mentor subordinates and cross training programs.
- * (16) Keep supervisor informed of potential problems or unusual events.
- * (17) Serve on System, state or community councils or committees as assigned or appropriate.
- * (18) Work closely with System and school staffs to support school improvement initiatives and processes.
- * (19) Maintain expertise in assigned areas.
- * (20) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (21) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- * (22) Represent the System in a positive and professional manner.
- * (23) Provide leadership and direction for assigned areas of responsibility.
- * (24) Exercise proactive leadership in promoting the vision and mission of the System.
- * (25) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (26) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (27) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (28) May be required to work beyond the 40-hour week.
- * (29) Serve as custodian of all Board Funds.
- * (30) Process and maintain investments.
- * (31) Serve as mentor for all financial staff.
- * (32) Receipt, deposit and enter all funds except CNP and Federal Funds.
- * (33) Print all Accounts Payable and Payroll checks for the system.
- * (34) Prepare PEEHIP, Retirement and RSA reports monthly to remit to TRS.
- * (35) Prepare and submit Federal and State withholdings monthly.
- * (36) Prepare quarterly 941, Unemployment Compensation (ALAWAGE), and MAC (Medicaid Reimbursement for Services) reports.
- * (37) Assumes monthly responsibility for submission of Direct Deposit payroll file to financial institution.
- * (38) Upload monthly requirements to SDE for generating reports needed for posting to system website to meet the Accountability Law.
- * (39) Prepare wire transfers for all IRS payroll tax liabilities.
- * (40) Calculates garnishment amounts and submits to P/R Clerk to process and returns answers to the court.
- * (41) Balance, submit for printing, and submit to IRS W-2 Forms annually and prepares Form 6559.
- * (42) Prepare, print and submit 1099 Forms for contract services for the system to include Local Schools and prepare Form 1096.
- * (43) Prepare monthly financial reports for the board meetings.
- * (44) Balance bank statements monthly.
- * (45) Recommends the purchase of and oversees the maintenance of accounting equipment.
- * (46) Prepares Indirect Cost Report annually.
- * (47) Prepares CNP Pass Thru calculation annually.
- * (48) Prepares payroll accruals and fixed asset depreciation annually for Statement 34 for Examiners of Public Accounts.

Chief School Finance Officer (Continued)

- *(49) E-Gap administration, application and ES-2 approvals.
- *(50) Prepare and pay all state/local paid statements of travel, ARMS invoices, and system dues & fees.
- *(51) Process and handle edits and uploads to SDE for budget and financial statement.
- *(52) Prepare and pay any Capital projects expenditures.
- *(53) Process annual fiscal year end closeout procedures.
- *(54) Assist with answering phone, taking messages, waiting on customers, answering inquiries, sorting mail and putting postage on mail.
- *(55) Prepare financial/payroll portion of LEAPS reporting (Fall, Mid-Year, and Final).
- *(56) May be required to cross-train on duties of other financial office personnel.
- *(57) Assist in balancing monthly PEEHIP report.
- (58) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the System's approved compensation plan.
Length of the work year and hours of employment shall be those established by the System.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities