



**BESSEMER CITY  
SCHOOLS**  
*Teaching Effectively, Leading Successfully*

## **CHIEF SCHOOL FINANCIAL OFFICER SEARCH**

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**JOB TITLE: CHIEF SCHOOL FINANCIAL OFFICER**

**RESPONSIBLE TO:** Bessemer City Schools Board of Education

**FIDUCIARY RESPONSIBILITY:** Bessemer City Schools Board of Education

**FLSA Status:** Exempt

**The Bessemer City Schools Board of Education in Bessemer, Alabama is seeking qualified candidates for the position of Chief School Financial Officer.**

***JOB GOAL:*** To administer the business affairs of the school system in such a way as to provide the best possible educational services with the financial resources available and to be responsible for a financial management system that reflects the financial condition of the local board of education on a timely and accurate basis.

***QUALIFICATIONS:***

1. Bachelor's degree from an accredited four-year college or university in Accounting.
2. Meet the requirements of certification specified in Rule 290-2-5-.04.
3. Strong knowledge of the Harris/NexGen Accounting System.
4. At least three years' supervisory experience and three years' experience in a business-related field.
5. K-12 educational background strongly preferred.
6. Ability to work with a significant diversity of individuals and/or a group and provide leadership for Bessemer Board of Education.
7. Must be bondable.
8. Such alternatives to the above qualifications as the Board may find to be required.

## **JOB DUTIES AND RESPONSIBILITIES:**

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 required and/or 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 local government.
13. Attend board meetings and report to the board as directed by the Board of Education and Superintendent.

The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

**TERMS OF EMPLOYMENT:** Salary as determined by the Bessemer City Board of Education

**SALARY:** 12 Months (240 days)

The Bessemer City Schools Board of Education does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

**Applications:** Applications will only be accepted by applying online at: [Bessemer City Schools Hire True](#)