

NOTICE OF VACANCY IN THE POSITION OF CHIEF SCHOOL FINANCIAL OFFICER

Length of Posting:

May 26, 2023, through June 9, 2023, and ongoing until filled.

Duties:

- As stated in the Alabama Administrative Code, the Chief School Finance Officer (“CSFO”) is responsible for a financial management system that ensures the proper accountability for funds administered by the Board of Education (“BOE”) and its schools. The CSFO shall perform all duties required by the Alabama Code § 16-13A-5(b).
- The CSFO shall ensure that the financial management system reflects the financial condition of the BOE on a timely and accurate basis.
- As part of the CSFO’s duties to operate an effective financial management system, the CSFO will be required 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 monthly and at other times as requested by the Superintendent, the BOE, 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 state and federal requirements.

11. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.

- The CSFO advises the BOE, Superintendent, and other staff members on financial questions, the status of funding and expenditures, and reports matters of liabilities.
- The CSFO oversees the preparation of monthly financial statements and the preparation of monthly presentation reports to the BOE concerning the financial status of the school system.
- The CSFO reviews and recommends proposed policies and/or changes to existing policies to the BOE and implements approved policies.
- The CSFO provides leadership and supervision over assigned personnel ensuring employees have a clear understanding of their job responsibilities.
- The CSFO is responsible for developing, maintaining, and improving departmental operating procedures to improve department efficiency and effective use of school resources.
- The CSFO shall also perform other duties as may be assigned by law, by the Superintendent and BOE, and by rules and regulations of the State Board of Education and the local government.

Qualifications: 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: The salary range of the CSFO will be \$100,000 to \$120,000, but the Board may pay a higher amount depending upon education, experience and demonstrated success.

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.

Application Information:

The applicant is requested to print, sign and submit an application on the approved form (available at <https://www.scottsboroschools.net>) with a cover letter and resume to deidra.tidwell@scottsboroschools.net (preferred) or by mail to:

**Scottsboro City Schools CSFO Search
c/o Deidra Tidwell
305 S. Scott St.
Scottsboro, Alabama 35768**

In addition, a verified transcript from the institution that granted the applicant's highest degree may be requested.

For additional information, please contact Deidra Tidwell at (256) 218-2100 or deidra.tidwell@scottsboroschools.net

Posting of Notice: This notice shall be posted at <https://www.scottsboroschools.net> and in a conspicuous place by the Principal of each school, in District work areas/sites and at the Central Office of the Board of Education located at 305 S. Scott St., Scottsboro Alabama at least fourteen (14) calendar days. The Scottsboro City Board of Education is an equal opportunity employer.

Background Check: A background investigation may be required for consideration for this position. These investigations may include, but are not limited to, an analysis of public and private documents, contact with former employers, verification of employment, education and credentialing, information from background check providers, contact with professional references, and other pertinent information.

The Scottsboro City Board of Education reserves the right to waive nonmaterial defects or discrepancies in applications; to verify, clarify, or obtain additional information regarding applicants, including relevant background information; and to consider qualified candidates who have not participated in the formal application process described above.