

POSITION DESCRIPTION FOR ST. CLAIR COUNTY SCHOOL SYSTEM

Approved January 2019

- TITLE:** Chief School Financial Officer
- JOB GOALS:** To meet the accounting, financial, personnel, and purchasing needs of the school system
- To provide leadership in the coordination, development, and improvement of fiscal operations and fiscal well-being of the school system
- JOB STATUS:** Exempt
- REPORTS TO:** Board Members; Supervised by Superintendent
- SUPERVISES:** All employees assigned to the Finance Department

MINIMUM QUALIFICATIONS:

1. Bachelor's degree from an accredited four-year college or university with a concentration in a business-related curriculum (accounting, finance, business administration, etc.) including at least 9 semester hours in accounting (or) hold a MBA or other graduate degree in a business-related field from a regionally accredited institution (or) is a certified public accountant (or) hold a bachelor's degree in a concentration other than a business-related curriculum but has at least 24 semester hours of business-related courses, with at least 18 hours in the following courses (or course equivalent):
 - Principles of Accounting I (3 Semester hours)
 - Principles of Accounting II (3 Semester hours)
 - Intermediate Accounting (3 semester hours)
 - Cost Accounting (3 semester hours)
 - Governmental Accounting (3 semester hours)
 - Financial Management (3 semester hours)
 - General Management (3 semester hours)
 - Business (or Organizational) Communications (3 semester hours)
2. At least three (3) years of experience in a business-related field
3. Knowledge or and experience in school finance
4. Knowledge of accounting laws, policies, rules and regulations
5. Knowledge of Board policies and procedures
6. Ability to receive Certification of Chief School Financial Officer designation from the Alabama State Department of Education within three (3) years of employment
7. Ability to maintain Certification of Chief School Financial Officer designation by meeting continuing education requirements
8. Ability to meet the suitability criteria for employment and/or certification licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457
9. Demonstrated proficiency in oral and written communication skills

10. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups, as well as government agencies
11. Ability to supervise and evaluate personnel as assigned.
12. Ability to identify and solve problems as a productive team member.
13. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
14. Physical strength, stamina, dexterity, and acuity to perform essential job functions and responsibilities.
15. Ability to be punctual and in regular attendance.
16. Such alternatives to the above qualifications as the Board may require.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

1. Demonstrates support for the school system, its purpose, direction, and priorities.
2. Maintains an accounting system in accordance with generally accepted accounting principles and governmental accounting standards
3. Maintains a school system payroll accounting system in accordance with applicable laws and regulations
4. Prepares financial reports annually and at other times as requested by the local school superintendent, the local board of education, and other agencies.
5. Maintains an adequate system of internal controls including property and inventory accounting.
6. Maintains a sound system of cash management.
7. Maintains a sound accounting system in the individual local schools.
8. Maintains a system of contracting and purchasing procedures.
9. Coordinates the preparation of the annual budget and any amendments as appropriate.
10. Carries out assigned responsibilities in accordance with federal, state and local laws and with applicable rules and regulations
11. Advises Superintendent and other personnel on questions relating to the school system's business/financial affairs.
12. Develops in-service training programs for accounting and payroll personnel.
13. Serves as a consultant on any grant proposal.
14. Manages the school system's real estate and insurance programs in cooperation with other staff members.
15. Oversees recruiting, hiring, assigning, supervising and evaluating for positions in accounting and payroll department.
16. Participates in continuing professional education as required by Statute 290-2-5-06.
17. Maintains confidentiality of all Board of Education business.
18. Prepares monthly financial status reports for principals, program directors, the superintendent and the Board of Education including bank reconciliations and financial statements.
19. Prepares and assembles materials for the annual financial audit.
20. Cooperates with auditors in correcting any deficiencies noted in the annual audit report.
21. Files timely funding requests for grants, federal revenues and state revenues.
22. Oversees the monitoring compliance with state bid laws.

23. Coordinates financial bonding of specified employees.
24. Supervises an accurate system of accounting for fixed assets.
25. Demonstrates regular and predictable attendance.
26. Exhibits professionalism in the workplace and demonstrates exemplary ethical standards.
27. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
28. Works cooperatively and productively with supervisor(s) and other system staff to ensure the system's vision, goals and strategies are implemented and providing all pertinent data to all appropriate personnel within the designated time frame.
29. Reports potential problems, unusual events, or work irregularities to the Superintendent.
30. Responds to inquiries, requests, and constructive feedback in a timely and positive manner.
31. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
32. Demonstrates the ability to multitask, to delegate appropriately, and to prioritize tasks effectively.
33. Uses effective collaboration skills to work as a productive team member.
34. Serves on school system committees, tasks forces, and representatives groups as required.
35. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
36. Reports absences and takes leave in accordance with Board policies and procedures.
37. Performs other job-related duties as assigned by the Superintendent and/or Board.

SALARY: Negotiated salary

TERMS OF EMPLOYMENT: 12 month

EVALUATION: The board of education is responsible for the evaluation of this position

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The St. Clair County Board of Education reserves the right to amend the job description as needed.