

Chief School Finance Officer

Reports To: Superintendent/Board

Salary: Salary as determined by the Board through contractual agreement (235 day).

FLSA Status: Exempt

Evaluation: The performance of this job will be evaluated per provisions of the Board's policy on the evaluation of personnel.

Supervises: Business Office Staff

Qualifications:

1. Minimum of three years of experience in public agency accounting.
2. Hold or be willing to obtain a certification as a Chief School Financial Officer from the Alabama State Department of Education within three (3) years of employment. Maintain certification through continuing education requirements.
3. Meet one or more of the following professional requirements:
 - Hold a baccalaureate 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.
 - Hold an MBA or other graduate degree in a business-related field from a regionally accredited institution.
 - Is a Certified Public Accountant.
 - Hold a baccalaureate degree in a concentration other than a business-related curriculum but have 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).
4. Must complete a criminal background check through the Alabama State Department of Education at your own expense.
5. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

Duties and Responsibilities:

1. Perform all duties and responsibilities as defined under Section 16-13A-5 Code of Alabama 1975.
2. Work with the superintendent to develop, submit, and administer the annual budget for the school system.
3. Advise the superintendent and the board on financial matters, the status of revenues, and expenditures.
4. Recommend and implement policies approved by the Board of Education.
5. Implement laws concerning the budgeting and expenditure of public funds.
6. Supervise all financial affairs, including handling of all funds, accounting procedures, and long-range planning.

7. Monitor overall expenditures of the school system and prepare monthly financial statements and related information for the Superintendent and Board of Education.
8. Supervise and monitors payroll.
9. Manage all auxiliary services that are provided by outside vendors and/or are auxiliary service, ensure that the services enhance the system's mission before issuing approval of work, and secure department directors approval of completion of work before issuing compensation to contractor(s).
10. Manage the bid process in coordination with the Superintendent.
11. Design and implement investment programs to assure an optimum on investments while maintaining the safety of the funds.
12. Manage the debt service of the school system.
13. Coordinate Public School College Authority (PSCA) funds.
14. Develop and administer a program for purchasing supplies, materials, equipment and the disposal of surplus property.
15. Assist auditors as needed.
16. Coordinate selection, assignment, and staff development activities for finance and other assigned personnel.
17. Train, supervise, and evaluate personnel within areas of responsibility.
18. Maintain proper certification by participating in professional learning.
19. Establish and maintain positive public relations while working cooperatively with the Board, the superintendent, administrators, certificated personnel, non-certificated personnel, parents, and students.
20. Demonstrate a high degree of professionalism and ethics.
21. Assure that all local, state, federal and State Department of Education policies, guidelines, and laws are followed in all financial accounting matters and submit reports in accordance with State and Federal guidelines and laws.
22. Performs such other duties as may be assigned.

The above statement reflects the general details considered necessary to describe the principle functions of the job identified, and shall not be construed as a detailed description of all the work requirements that may be inherent to the job.