



# LAUDERDALE COUNTY BOARD OF EDUCATION

Telephone (256) 760-1300 \* Fax (256) 766-5815  
www.lcschools.org



## NOTICE OF POSITION AVAILABLE LAUDERDALE COUNTY BOARD OF EDUCATION

February 22, 2024

<u>POSITION AVAILABLE</u>	<u>LOCATION</u>	<u>LAST DATE OF FILING APPLICATION/LETTER OF INTEREST</u>
Chief School Finance Officer (CSFO) 240 Days	County Office	April 22, 2024 10:00 a.m. or until filled

### QUALIFICATIONS:

Have a minimum of three years' experience in business-related field, hold or obtain 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, must be bondable and meet one or more of the following professional requirements:

- Honesty and integrity are of the utmost importance.
- Hold an earned 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 12 semester hours in accounting.
- Hold an MBA or other graduate degree in a business-related field (as stated above) from a regionally accredited institution is preferred but not required.
- Licensed as a Certified Public Accountant (CPA)
- Current Certification as a Chief School Finance Officer (CSFO) or ability to obtain certification within three years.

### DUTIES AND RESPONSIBILITIES:

1. Maintain an open line of communication with the board of education and the Superintendent.
2. Liaison for school system in financial matters with external auditors, State Department of Education, and federal, state, and local government officials.
3. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
4. Maintain a school payroll accounting system in accordance with applicable laws and regulations.
5. Prepare financial reports annually and at other times as requested by the local school superintendent, the local board of education, and other agencies.
6. Prepare monthly financial reports to the board of education as required by law.
7. Prepare reports as required by other agencies.
8. Maintain an adequate system of internal controls including property and inventory accounting.
9. Maintain a sound system of cash management.
10. Maintain a sound accounting system in the individual local schools.
11. Assist with maintaining a system of contracting and purchasing procedures.
12. Coordinate the preparation of the annual budget and any amendments.

Post Office Box 278, Florence, Alabama 35631-0278 \* Deliver to 355 County Road 61, Florence, Alabama 35634

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13. Monitor the financial operations of the child nutrition program and other federal programs in accordance with the state and federal requirements.
14. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.
15. Provide staff development opportunities for all employees involved with the financial operations of the school system.
16. Attend board meetings and report to board as directed by the board of education or Superintendent.
17. Perform other duties, as may be assigned to the position by law, the local school superintendent or local board of education, and by rules and regulations of the State Board of Education and the local government.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of accounting standards, laws, policies, rules, and regulations.
2. Knowledge of tax laws and applicable regulations that impact upon employee's benefits, tax forms and related employee concerns.
3. Successful government accounting experience.
4. A strong understanding of Alabama finances and applicable laws surrounding public schools.
5. Successful experience as a manager of budget and fiscal affairs.
6. Ability to supervise and evaluate personnel assigned to the areas of business and finance.
7. Ability to communicate effectively in written and verbal form.
8. Ability to work with the superintendent to meet system goals.
9. Ability to listen.
10. High degree of ethics and professionalism.
11. Possess physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensity work environment.
12. Possess ability to work effectively with local superintendent and local board of education to assist and facilitate accomplishment of school system goals and objectives in both the short-term and long-term.

**SALARY:** Base \$100,000 – Negotiable with experience and qualification  
**FLSA Exempt**

## **EVALUATION:**

The evaluation of the Chief School Financial Officer's job performance will be determined by the School Board in consultation with the Superintendent of Education and the CSFO's input.

**TERMS OF EMPLOYMENT:** 12- month position with an effective starting date and other provisions to be negotiated in an employment contract subject to Board approval.

## **APPLICATION PROCESS:**

Send resume, application, and official transcript from the institution that granted the highest degree to:  
Dr. James Irby, School Board Attorney  
CSFO Search  
120 E. Tennessee St.  
Florence, AL 35630

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