

Job Title:	Chief School Financial Officer		
Department:	Finance	Salary & Terms of Employment:	(Negotiable)
Responsible To:	Superintendent	Days/Year:	12 mo (8/240)
Fiduciary Responsibility:	Board of Education	Supervises:	Finance Department, Local School Bookkeepers

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. 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).

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.

1. Must (at a minimum) hold a Bachelor’s degree from accredited four-year college or university with a concentration in business-related curriculum, including at least nine semester hours in accounting.
2. MBA or other graduate degree from an accredited institution (preferred).
3. Certified Public Accountant (preferred).
4. Experience as a Chief School Financial Officer (preferred).
5. Three years’ experience in a business-related field (minimum).
6. Three years’ experience in governmental accounting (preferred).
7. Must complete an Alabama State Department of Education required Certification of CSFO designation within three years.
8. Must meet annual requirements for continuing education to maintain Certificate of CSFO
9. Must be bondable.
10. Must have a valid Alabama Driver’s License.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

1. Knowledge of accounting laws, policies, rules and regulations.
2. Knowledge of tax laws, reforms, and regulations which impact employee benefits, tax forms, and related concerns.
3. Knowledge of business techniques and computers at a level required to implement and maintain an automated financial system.
4. Ability to supervise and evaluate personnel assigned to the area of business and finance.

5. Ability to communicate effectively in written and verbal form.
6. Possess physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, high-intensity environment.

JOB DUTIES AND RESPONSIBILITIES:

1. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
2. Verify the receipt of all funds to which the local board of education may be entitled by law or which may come into the board's possession for public school purposes.
3. Verify payment of funds, which occur only on written order of the local superintendent.
4. Keep an accurate record of all receipts and expenditures, and provide such information to the local superintendent and the local board.
5. Make reports as may be required by law, by the local board of education, or by rules and regulation of the State Board of Education (To include interface of local school records).
6. Post the annual school system budget and monthly financial reports, in the form required by law, on the school system web site.
7. Maintain a school payroll accounting system in accordance with applicable laws and regulations.
8. 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.
9. Prepare monthly financial reports for the board of education as required by law.
10. Prepare reports as required by other agencies.
11. Maintain an adequate system of internal controls including property and inventory accounting.
12. Maintain a sound system of cash management.
13. Maintain a sound accounting system in the individual local schools.
14. Maintain a system of contracting and purchasing procedures.
15. Coordinate the preparation of the annual budget and any amendments.
16. Maintain the financial operations of the child nutrition program and other special programs in accordance with state and federal requirements.
17. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.
18. Make investments of funds upon local superintendent approval.
19. Serve as network administrator for accounting software and provide up-to-date procedures for the most efficient work environment and practices.
20. Supervise and evaluate all personnel assigned to business and financial operations.
21. Perform other duties, to include attending meetings and making presentations, as may be assigned to the position by law, the local school superintendent and/or local board of education, and by rules and regulations of the State Board of Education.
22. Be bonded in an amount determined by the State Board of Education.
23. Ability to: work an expected workday of eight hours or more; lift twenty-five pounds and transport a short distance; and drive to schools in the district, as well as, state professional conferences.

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 and assigned.

TERMS OF EMPLOYMENT: Negotiable

Contact: Mr. Taylor Brooks
Bishop Colvin, LLC
2101 Clinton Ave. West, Suite 402
Huntsville, AL 35805
Email: tbrooks@bishopcolvin.com
Telephone: 256-509-7789

Application

Deadline: Applications will be accepted through September 26, 2024 or until filled.

Applications: Applications will only be accepted by applying online at:

www.marshallk12.org

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The Marshall County 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.