



VACANT POSITION

Date of Posting: August 31, 2023

Title: Chief School Finance Officer

General Information: The Midfield City Board of Education is an Equal Opportunity Employer. "No person shall be denied employment or be excluded from participation in any program or activity on the basis of disability, sex, race, religion natural origin, color or age.

Reports to: Superintendent/Midfield City Board of Education

Qualifications:

Have a minimum of three years' experience in public agency accounting, obtain certification as a Chief School Finance Officer from the Alabama State Department of Education within three (3) years of employment, maintain certification through continuing education requirements and 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 a MBA or other graduate degree in a business-related field from a regionally accredited institution.
- Is a Certified Public Accountant.
- Holds 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)
 1. Principles of Accounting I (3 semester hours)
 2. Principles of Accounting II (3 semester hours)
 3. Intermediate Accounting (3 semester hours)
 4. Cost Accounting (3 semester hours)
 5. Governmental Accounting (3 semester hours)
 6. Financial Management (3 semester hours)
 7. General Management (3 semester hours)
 8. Business (or Organizational) Communications (3 semester hours)
- Must be bondable
- Must have a valid Alabama Driver's License

Job Goals:

To administer the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available and be responsible for a financial management system that reflects the financial condition of the local board of education in a timely and accurate basis.

Duties and Responsibilities:

- a) Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
- b) Maintain a school payroll accounting system in accordance with applicable laws and regulations.
- c) Prepare financial reports annually and at other times as requested by the local school superintendent, the local board of education and other agencies.
- d) Prepare reports as required by other agencies.
- e) Maintain an adequate system of internal controls including property and inventory accounting.
- f) Work to maintain an effective cash flow system so as to utilize all sources available for the best possible benefit of the school system including the payment of obligations in a timely manner while scheduling investment maturities in the most advantageous manner.
- g) Maintain a sound accounting system in the individual local schools
- h) Maintain a system of contracting and purchasing procedures.
- i) Coordinate the preparation of the annual budget and any amendments.
- j) Maintain the financial operations of the child nutrition program and other special programs in accordance with the state and federal requirements.
- k) Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.
- l) Responsible for investment of funds upon local superintendent's approval
- m) Serve as network administrator for accounting software.
- n) Work with the Auditors to assure all appropriate processes are implemented and reports.

- o) Perform other duties as may be assigned in the position by law, by the Superintendent and the Board of Education and by rules and regulations of the State Board of Education and local government.
- p) Prepare annual financial statement.
- q) Disburse revenue as approved by the Superintendent of Education.

Required Knowledge, Skills and Abilities:

1. Knowledgeable of accounting standards, law, policies, rules and regulations
2. Knowledgeable of tax laws and applicable regulations that impact upon employee's benefits, tax forms, and related employee concerns.
3. Knowledgeable in group business techniques and computers at a level required to implement and maintain an automated financial system
4. Supervise and evaluates personnel in Payroll/Accounting and Accounts Payable
5. Ability to communicate effectively in oral and written form.
6. Possess physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high intensity work environment.
7. Possess the ability to work effectively with local superintendent and the local board of education to assist and facilitate accomplishment of school system goals and objectives.

Evaluation:

The evaluation of the Chief School Financial Officer's job performance will be determine by the Board of Education in accordance with established Board policies and administrative procedures and guidelines.

Terms of Employment: **12 month position**

Salary Range: Salary is based on board approved salary schedule based on rank, certification and experience

Application Process:

Applicants must submit their application through the Teach in Alabama website at:
<https://ats.1.atenterprise.powerschool.com/ats/app>.

Send application along with a current Resume in a sealed envelope to:

Superintendent
Midfield City Board of Education
417 Parkwood Street
Midfield, AL 35228
(Please indicate on the envelope CSFO Application)

A Transcript and/or Certified Public Accountant Certificate will be required if an interview is scheduled.

Job will be posted for fourteen (14) days or until position is filled.

Upon offer of employment, employees will be required to submit legible fingerprints for a Background review by the Alabama Bureau of Investigation and the Federal Bureau of Investigation (HB 402 ACT 99-361) Alabama Legislature.