



Invitation to Apply for Assistant CSFO at University Charter School:

We are now accepting applicants for an Assistant CSFO.

Reports to: Chief Financial Officer

Application Deadline: Until position is filled

Start Date: Upon Board Approval

Answering the Call

University Charter School is now accepting applications for an Assistant CSFO. We are searching for an individual who is a financial professional with a high level of expertise, an effective communicator and a true team player. As a key leader, the Assistant CSFO supports the mission of the School through the management of finances of the School. This position offers a clear path for advancement within our organization, with opportunities to move into the Chief Financial Officer position as part of our succession plan and as you demonstrate success and growth. We are committed to promoting from within and investing in our employees' professional development to build a strong pipeline of future leaders.

University Charter School

University Charter School (UCS) is an innovative and new PreK-12 public charter school that opened in August 2018 in rural Livingston, Alabama. For the 2024-2025 school year, UCS will have ~750 students enrolled.

UCS is strategically and intentionally located on the campus of the University of West Alabama and was created in partnership with the University of West Alabama. UCS faculty and students will leverage the assets of the University through hands-on partnerships and academic projects with participating colleges and divisions that span health care, education, and the arts, to name a few.

Roles and responsibilities

Under the supervision of the CFO, maintains records of financial transactions; applies principles of accounting to analyze financial information and prepare financial reports; coordinates the implementation of accounting controls; and administers school system and/or departmental budgets. Oversees human resources, payroll, accounts payable and receivable functions.

Essential Functions

The following duties are representative for the position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Carry out all duties assigned by the Chief Financial Officer.
- Participate in the budgeting process and final budget preparation.
- Monitor financial performance, compare actual to budget, and research/analyze discrepancies to prepare journal entries when necessary.
- Ensure the financial records are maintained in compliance with board policies and in accordance with Generally Accepted Accounting Principles (GAAP).
- Oversee the general ledger accounting functions, which includes cash management, bank reconciliations, financial reporting, and balance sheet management.
- Oversees accounts receivable and payables, human resources and payroll functions and supervises those positions.
- Prepare monthly financial reports to various departments, PTA, Boosters, and as requested.
- Prepare monthly and year-end financial statements and other required reports as needed for the CFO to review.
- Provides financial oversight to federal programs, working in collaboration with the Federal Programs Director.
- Adhere to school system rules, administrative procedures, local board policies and state and federal rules and regulations.
- Work with the auditor and provide needed information for the annual financial audit.
- Performs other duties as assigned.

Qualifications

The strongest candidates will have the following certifications, skills, and experiences:

- 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
- Five years of experience in a business-related field with three years of experience in governmental accounting preferred
- Excellent organizational skills and ability to prioritize workload.
- Demonstrated experience with computer systems, and applications such as Adobe, Microsoft Word and Excel, and Google Documents is required.
- Experience effectively working with the public is highly desirable.

Salary and benefits

UCS offers a competitive salary dependent upon degree, licensure and experience and comprehensive benefits package including health insurance and retirement.

Apply

If your experiences and passion make you a great fit for the role, send a cover letter and resume to Ginger Lusty, CFO, at glusty@universitycharterschool.org

UCS does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments. Alabama school boards are required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match. All applicants must pass a background check through the Alabama State Department of Education to be eligible for employment.