



JOB TITLE: CHIEF SCHOOL FINANCIAL OFFICER

RESPONSIBLE TO: Superintendent

FIDUCIARY RESPONSIBILITY: Board of Education

QUALIFICATIONS:

1. 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. Certified Public Accountant preferred.
3. Three years' accounting or finance-related experience, in preferably an educational setting.
4. Valid CSFO Certification by the Alabama State Department of Education.
5. Valid Alabama Drivers License.

DUTIES AND RESPONSIBILITIES:

1. Verify the receipt of all funds to which the local board of education may be entitled by law or which may come into its possession for public school purposes.
2. Verify the payment of such funds, such payments to occur only on written order of the local superintendent of education.
3. Keep an accurate record of all receipts and expenditures, and provide such information to the local superintendent and the local board.
4. Make reports as may be required by law, by the local board of education, or by rules and regulations of the State Board of Education.
5. Personally notify, in writing, each board member and the local superintendent of education of any financial transaction of the board of education which the chief school financial officer deems to be non-routine, unusual, without legal authorization, or not in compliance with fiscal management policies of the board.
6. Be bonded in an amount determined by the State Board of Education.
7. Post the annual school system budget and monthly financial statements, in the form required by law, on the school system web site.

8. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
9. Maintain a payroll accounting system in accordance with applicable laws and regulations.
10. Supervise and evaluate all personnel assigned to business and finance operations.
11. Prepare financial reports annually and at other times as requested by the superintendent, board of education, and other agencies.
12. Maintain an adequate system of internal controls including property and inventory accounting.
13. Maintain a sound system of cash management.
14. Maintain a sound accounting system in the individual local schools.
15. Maintain a system of contracting and purchasing procedures.
16. Coordinate the preparation and presentation to the board of the annual budget and any amendments as appropriate.
17. Maintain the financial operations of the child nutrition program and other special programs in accordance with state and federal requirements.
18. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.
19. Perform other duties as assigned to the position by law, by the Superintendent and Board of Education, and by rules and regulations of the State Board of Education and the local government.

REQUIRED KNOWLEDGE, SKILL AND ABILITIES:

1. Knowledgeable of accounting laws, policies, rules and regulations.
2. Knowledgeable of tax laws, reforms, and regulations which impact upon employees' 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. Ability to supervise and evaluate personnel assigned to the area of business and finance.
5. Ability to communicate effectively in written and verbal forms.

6. Possess physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, high-intensive work environment.

JOB GOAL:

To ensure the proper accountability standards are met for funds administered by the local board of education and its schools and be responsible for a financial management system that reflects the financial condition of the local board of education on a timely and accurate basis.

CONTRACT PERIOD: Twelve months.

EVALUATION: According to established Board policies and administrative procedures and guidelines.

SALARY: To be determined.