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| **Job Title** | Chief School Financial Officer |
| **Job Code** | DM-106 |
| **Job Grade** | N/A |
| **Job Goal** | To serve as the Chief School Financial Officer responsible for the financial management system ensuring the proper accountability for funds administered by a local board of education and its schools. To provide effective leadership direction and oversight in developing, coordinating, and maintaining fiscal and administrative services and to ensure the operational support of school system programs is in compliance with relevant standards and established operating practices by providing cost-effective and efficient technology and business operations. |
| **Reports To** | Superintendent |
| **Supervises** | Accounts Payable, Child Nutrition Program, Finance, Financial Systems Management, Payroll, and Purchasing |

# Essential Duties and Responsibilities

* As stated in the State Department of Education’s Administrative Code, acts as the Chief School Financial Officer responsible for the financial management system ensuring proper accountability for funds administered by the Huntsville Board of Education and its schools.
* Oversees the Huntsville City School System’s non-instructional operations and the development of their department budgets and financial records and ensures compliance with Huntsville City School System policies, as well as applicable local, state, and federal rules and regulations.
* Acts as custodian of the school system funds by overseeing and directing the preparation and development of the approved school system budget, as well as the actual expenditures and revenue and their impact on the overall school system’s financial and fiscal outlook, while ensuring compliance with school system policy and applicable local, state, and federal rules and regulations.
* Provides the Board, Superintendent, departments, and principals with financial and budgetary information relative to program planning.
* Advises the Board, Superintendent, and other staff members on financial questions, the status of funding and expenditures, and reports matters of liabilities.
* Advises Board and Superintendent regarding optimizing allocated funds and revenues from program fees for services generated by the school system.
* Oversees the preparation of monthly financial statements and the preparation of monthly presentation reports to the Board concerning the financial status of the school system.
* Implements internal audits for the purpose of ensuring program operations are within budget and in accordance with fiscal practices and in compliance with applicable federal, state, and local regulations and school system policies and procedures.
* Collaborates with legislators and other public officials in identifying financial issues relating to the Huntsville City School System and interprets and implements applicable laws concerning the budget and the expenditures of public funds.
* Collaborates with school system departments and programs to determine short and long-range plans and financial needs for areas of responsibility.
* Reviews and recommends proposed policies and/or changes to existing policies to the Board and implements approved policies.
* Represents the school system’s financial program to community agencies and organizations and establishes and maintains positive public relations with appropriate individuals or groups.
* Oversees and monitors the collection of revenues for all school system funds, invests excess funds in accordance with Board policy and state statutes, and manages investment programs to assure optimum return on investments while prioritizing the safety of funds.
* Oversees the related functions of finance including staff selection and supervision and in areas such as position control, property inventory accounting, general accounting, etc.
* Sets operating direction for department administrators to ensure high quality of service and evaluates their performance and continuous improvement in relation to stated goals in assigned areas.
* Ensures that high quality services in technology and the business areas are provided in support of the instructional efforts of the Huntsville City School System and School Board goals.
* Provides leadership and supervision over assigned personnel ensuring employees have a clear understanding of their job responsibilities.
* Selects personnel and conducts performance appraisals on assigned employees and makes recommendations for appropriate employment action to ensure a standard of accountability is met as defined by the department’s goals and objectives as well as the policies established by the Huntsville City School System.
* Responsible for developing, maintaining, and improving departmental operating procedures to improve department efficiency and effective use of school resources.
* Provides and ensures employees’ participation in professional developmental training opportunities as needed to perform their job duties.
* Performs other job-related duties as assigned.

**Qualifications**

A Bachelor’s Degree in accounting, business administration, management, or closely related field and a minimum of five (5) years of successful experience working in administration or related field. Must meet applicable State statutes. See addendums.

**Physical Requirements**

Requires light work exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently. Job involves sitting most of the time.

# Terms of Employment

# Twelve month year. Salary as recommended by the Superintendent and approved by the Board. Contract terms to be negotiated between candidate and the Board. Approval to be recommended by the Superintendent and approved by the Board.

*This specification has been designed to represent the general nature and level of work found in this position. As such, it is not intended to contain all duties and qualifications of an employee in this position. Consequently, it is not intended to be perceived as an identification of essential job functions as required by ADA. Note: The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to that position.*