



JOB TITLE: CHIEF SCHOOL FINANCIAL OFFICER & EXECUTIVE DIRECTOR OF FINANCE

JOB DESCRIPTION & MINIMUM QUALIFICATIONS: See attached job description.¹

SALARY RANGE: Negotiable

APPLICATION PROCESS: To be considered for this position, applicants must submit the following to Ms. Barbara Littles (blittles@jefcoed.com) on or before **Thursday, September 23, 2021:**

- A letter of interest;
- A current resume; and
- A list of at least three professional references, including a recent employer or supervisor (do not list a relative). Please include their name, position, and phone/e-mail.

Applicants are encouraged to call 205-379-2225 or email blittles@jefcoed.com to confirm receipt of submitted materials.

The Board may require applicants to complete a formal job application and/or provide additional documentation to verify that the applicant meets the qualifications for the position at a later date.

The Jefferson County Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, religion, or age in programs, activities, or employment.

¹ The attached job description is intended to describe the general nature and level of the work performed by the CSFO/Executive Director of Finance. It is not intended to be an exhaustive list of all job goals, responsibilities, and essential functions, and the CSFO/Executive Director of Finance may be required to perform other related duties as assigned. The Jefferson County Board of Education reserves the right to amend the job description as needed.



Job Title – Chief School Financial Officer (CSFO) and Executive Director of Finance

Supervisor: Superintendent and Board of Education

FLSA Status: Exempt

Job Goals:

- To meet the accounting, financial, personnel, and purchasing needs of the school system.
- To provide leadership in the coordination, development and improvement of fiscal operations and fiscal wellbeing of the school system.
- To assist in the development and implementation of the goals, priorities, and mission of the school system.

Minimum Qualifications:

1. Must meet one or more of the following professional requirements.
 - a. 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.
 - b. Hold a MBA or other graduate degree in a business-related field from a regionally accredited institution.
 - c. Is a Certified Public Accountant.
 - d. Hold a baccalaureate degree in a concentration other than a business-related curriculum but has 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).Five (5) years of supervisory experience in a business or school environment.
2. Three years' experience in a business-related field.
3. Must either be:
 - a. currently certified by the State Superintendent as a Certified Chief School Finance Officer (CCSFO) or
 - b. meet the certification course requirements within three (3) years to be certified as a CCSFO upon the recommendation of the local superintendent and the local board of education.

4. Five (5) years of supervisory experience in a business or school environment.
5. Knowledge of and experience in school finance.
6. Knowledge of accounting laws, policies, rules and regulations.
7. Demonstrated proficiency in oral and written communication skills.
8. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups, as well as government agencies.
9. Ability to supervise and evaluate personnel as assigned.
10. Ability to solve problems as a productive team member.
11. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
12. Physical strength, stamina, dexterity, and acuity to perform essential job functions and responsibilities.
13. Ability to be punctual and in regular attendance.
14. Ability to meet the suitability criteria for employment and/or certification licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
15. Such alternatives to the qualifications listed above as the Board of Education may find appropriate and acceptable or are required by law to perform the duties of CSFO.

Performance Responsibilities and Essential Functions:

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Performs all duties specifically required by law.
3. Posts the annual school system budget and monthly financial statements, in the form required by law, on the school system web site.
4. Ensures the school system maintains an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
5. Ensures the school system maintains a school payroll accounting system in accordance with applicable laws and regulations.
6. Supervises the preparation of financial reports annually and at other times as requested by the Superintendent, the Board of Education, and other agencies.
7. Supervises the preparation of reports as required by other agencies.
8. Ensures the school system maintains an adequate system of internal controls including property and inventory accounting.
9. Ensures the school system maintains a sound system of cash management.
10. Ensures the school system maintains a sound accounting system in the individual local schools.
11. Ensures the school system maintains a system of contracting and purchasing procedures.
12. Coordinates the preparation and presentation to the Board of the annual budget and any amendments as appropriate.
13. Ensures the school system maintains the financial operations of the child nutrition program and other special programs in accordance with state and federal requirements.
14. Supervises the accounting procedures and practices of all funds for which the Board has responsibility.
15. Supervises the preparation of and approves all payrolls and all payroll deductions.
16. Supervises the preparation of and approves all Accounts Payables.
17. Provides auditors such records and assistance as they may require.
18. Supervises the financial accounting procedures of all funds controlled by each school in the system; coordinates the auditing of each school's accounting.
19. Supervises the development of the indirect cost application to the State Department of

Education.

20. Directs, plans, and coordinates the operation of all fiscal activities.
21. Assists the Superintendent as required with system initiatives, projects, and community involvement activities.
22. Demonstrates initiative in the performance of assigned responsibilities.
23. Exhibits professionalism in the workplace and demonstrates exemplary ethical standards.
24. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
25. Demonstrates initiative in identifying potential opportunities for improvement in areas of responsibility.
26. Engages in personal professional growth and demonstrates professional ethics and effective leadership.
27. Responds to inquiries and requests in a timely and positive manner.
28. Maintains and submits required reports, records, and correspondence in a timely and accurate manner.
29. Demonstrates the ability to multitask, to delegate appropriately, and to prioritize tasks effectively.
30. Uses effective collaboration skills to work as a productive team member.
31. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local laws.
32. Reports absences and takes leave in accordance with Board policies and procedures.
33. Performs any other job-related duties as assigned by the Supervisor(s).

Terms of Employment: As established by the Board and applicable state law.

Evaluation: Performance will be evaluated in accordance with the Board's policy on evaluation of personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Jefferson County Board of Education reserves the right to amend the job description as needed.