



## **Job Description**

Chief School Financial Officer

We are seeking a CSFO to lead and manage a finance team that would serve at least two and possibly three new charter schools this year and then eventually serve at least five or more over a two to three-year period. These are small schools serving between 200-500 students each in various parts of the state. We anticipate hiring at least two additional individuals to support the CSFO and to comprise the initial accounting team. This is a great opportunity to build a team, support the launch and growth of new schools, and join the New Schools for Alabama team. Location is flexible, but Birmingham area is preferred. Learn more here: [www.newschooolsforalabama.org](http://www.newschooolsforalabama.org)

## **Organization**

New Schools for Alabama (NSFA), a nonprofit 501 c3 entity, is a donor, technical advisor, and support organization committed to the development of high performing charter schools in Alabama. We believe every child has a fundamental right to attend a quality school offering a safe, supportive, and academically challenging environment. Our mission is to support the growth of excellent public charter schools in Alabama to ensure that every child has access to a quality public education. In support of our mission, we are building an accounting and finance team to support new and existing charter schools during their startup and growth stage.

## **Key Experience**

Successful candidates will have at least five years of CPA or CSFO experience, or both; have familiarity with ALSDE financial compliance requirements; be able to direct and supervise a staff of two or more staff members; have experience in building and presenting monthly financial packages; and have or be able to quickly develop a strong understanding of the Alabama retirement and healthcare programs. Experience with Harris Accounting Systems is strongly preferred.

## **Job Duties and Responsibilities**

1. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards
2. Verify the receipt of all funds to which the local board of education may be entitled by law or which may come into each school's possession for public school purposes
3. Verify the payment of such funds, in accordance with approval processes at each school
4. Keep an accurate record of all receipts and expenditures, and provide such information to each school and its board
5. Make reports as may be required by law, by the authorizer and/or ALSDE
6. Post the annual school system budget and monthly financial reports, in the form required by law, on each school's website
7. Maintain a school payroll accounting system in accordance with applicable laws and regulations
8. Prepare financial reports annually and at other times as required and/or requested by each school's board and leadership
9. Prepare monthly financial reports for each school's board as required by law
10. Prepare reports as required by other agencies
11. Maintain an adequate system of internal controls including property and inventory accounting
12. Maintain a sound system of cash management

13. Maintain a sound accounting system for each school
14. Maintain a system of contracting and purchasing procedures
15. Coordinate the preparation of the annual budget and any amendments
16. Support the financial operations of the child nutrition program and other special programs in accordance with state and federal requirements (NSFA has a food service partner that leads this work)
17. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations
18. Make investments of funds upon proper school approval
19. Serve as network administrator for accounting software
20. Supervise and evaluate all personnel assigned to business and financial operations
21. Perform other duties, to include attending meetings and making presentations, and providing advisory support to each school's leadership and board
22. Collaborate with leadership and staff at NSFA to support the proper financial startup activities of each school including multi-year budgets, grant budgets, reimbursement funding requests, etc.
23. Able to be bonded

### **Role Specifics**

This role is full time, exempt, and can begin immediately. Location is flexible (preference for Birmingham area), and compensation is commensurate with experience.

**Please note: NSFA does not participate in the state retirement plan.**

If you are someone you know might be a good fit for this role please contact Candie Price at [candie@newschoolsforalabama.org](mailto:candie@newschoolsforalabama.org) with a recommendation or a resume and short cover letter.