

PELHAM CITY SCHOOLS
3113 Cummings Street, Pelham, AL 35124
205-624-3700

JOB POSTINGS –January 30, 2019

JOB TITLE: CHIEF SCHOOL FINANCIAL OFFICER

SUPERVISED BY: SUPERINTENDENT

FIDUCIARY RESPONSIBILITY: BOARD OF EDUCATION

FLSA STATUS: EXEMPT

JOB GOAL: To administer the business of the Pelham City Board of Education (the “Board”) in such a way as to provide the best possible educational services with the financial resources available and be responsible for a financial management system that reflects the financial condition of the Board on a timely and accurate basis.

APPLICATION PROCESS:

*Apply on Teach in Alabama (Alabama State Department of Education)

https://ats1.searchsoft.net/ats/app_login.shtml?COMPANY_ID=00008500

*Additionally, applicants should submit a letter of interest and current resume to the administrative assistant to the School Board and superintendent at bchappell@pelhamcityschools.org.

SALARY and TERMS OF EMPLOYMENT: Negotiable

TIMEFRAME

While the Pelham Board of Education is flexible to ensure the right candidate is selected, the goal is to complete the process and hire the position at the February 25, 2019 Board meeting. The employment starting date is negotiable.

QUALIFICATIONS:

1. Must (at a minimum) hold a Bachelor’s degree from accredited four-year college or university with a concentration in business-related curriculum, including at least nine hours in accounting.
2. Three years’ experience in a related field (minimum).
3. Three years’ experience in governmental accounting with a local board of education (preferred).
4. Must complete an Alabama State Department of Education required Certification of CSFO designation within three years.
5. Must meet annual requirements for continuing education to maintain Certification of CSFO designation.
6. MBA or other graduate degree from an accredited institution (preferred).
7. Certified Public Accountant (preferred).

8. Must be bondable.
9. Valid Alabama driver's license.
10. Must pass appropriate background screening.
11. Such alternatives to the qualifications listed above or below as the Board of Education may find appropriate and acceptable.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

1. Knowledge of accounting laws, policies, rules and regulations.
2. Knowledge of tax laws, reforms, and regulations which impact upon employee 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 by business and finance.
5. Ability to communicate effectively in written and verbal forms.
6. Must have the ability to maintain good interpersonal relationships with stakeholders.
7. Must develop trust and rapport with stakeholders including local schools and central office staff.
8. Possess physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, high intensity environment.
9. Must have the physical ability, aptitude, and skills to complete all duties related to the job.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

1. Maintain an accounting system in accordance with the generally accepted accounting principles and governmental accounting standards.
2. Verify the receipt of all funds to which the Board may be entitled by law or which may come into its possession for public school purposes.
3. Verify the payment of such funds, such payments to occur only on written order of the Board's Superintendent of Education.
4. Keep an accurate record of all receipts and expenditures, and provide such information to the Superintendent and the Board.
5. Make reports as may be required by law, by the Board, or by rules and regulations of the State Department of Education.
6. Post the annual school system budget and monthly financial reports, in the form required by law, on the school system web site.
7. Maintain a 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 the Superintendent the Board, and other agencies.
9. Prepare monthly financial reports 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 in the individual local schools, which includes, without limitation, general supervision of and collaboration with bookkeepers and bookkeeping practices at the building level.
14. Maintain a system of contracting and purchasing procedures.
15. Coordinate the preparation and presentation to the Board of the annual budget and any amendments.
16. Maintain the financial operations of the CNP and other special programs in accordance with state and federal requirements.

17. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations
18. Make investment of funds upon Superintendent approval.
19. Supervise and evaluate all personnel assigned to business and finance operations.
20. Personally notify, in writing, each board member and the Superintendent of any financial transaction of the Board which CSFO deems to be non-routine, unusual, without legal authorization, or not in compliance with fiscal management policies of the Board.
21. Perform other duties, to include attending meetings and making presentations, as may be assigned to the position by law, the Superintendent and/or the Board, and by rules and regulations of the State Board of Education.
22. Be bonded in an amount determined by the State Department of Education.
23. Utilize, create, and maintain any internal documents as required by Superintendent or Board of Education.

The statements above are intended to describe the general nature and level of the work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel will be required to perform duties outside of their normal responsibilities as needed.

EVALUATION: The evaluation of the Chief School Financial Officer's job performance will be determined by the School Board in consultation with the Superintendent of Education.

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