

## **CHILTON COUNTY CHOOOLS**

**JOB TITLE:** ASSISTANT CSFO / COORDINATOR OF  
FINANCE and ACCOUNTING Central Office

**QUALIFICATIONS:**

1. Bachelor's degree in accounting or equivalent
2. Certified Public Accountant Certificate or Masters in Business Administration or equivalent required
3. Work experience in governmental accounting
4. Hands-on computer experience
5. Oral and written communications skills
6. Such alternatives to the above as the Board may find acceptable

**REPORTS TO:** Chief School Financial Officer (CSFO)

**PERFORMANCE RESPONSIBILITIES:**

1. Assist the CSFO in all areas of the financial operation of the school system; acting, as required, in the absence of the CSFO.
2. Serves as check-signer in the absence of the CSFO.
3. Assist with the regular investment of system and local school monies.
4. Supervises Auditors/Accountants.
5. Responsible for reconciling all recorded entries in individual journals and ledgers, as well as the transfer of payroll and accounting data to the Journals and General Ledgers.
6. Supervises the preparation of all fixed assets and inventories.
7. Supervises the preparation of local school year-end audits, and provides documents for inclusion in the audit as requested by the State Examiners of Public Accounts.
8. Prepare financial statements, income statements, and cost reports to reflect the financial condition of the Chilton County Board of Education.
9. Trace errors, correct entries and record approved adjustments to maintain accurate records.
10. Responsible for year-end close process including preparation of year-end financial statements and sending of the GASB Statement 34 data to outside vendors.

11. Assists as directed by CSFO as a trainer/resource person for local school bookkeepers/office managers and principals.
12. Assists with the development of on-going professional development activities for principals, teachers, bookkeepers and other staff in regard to accounting/fiscal policy.
13. Assist in the on-going; updating of the Accounting Manual.
14. Be knowledgeable and versatile in the NextGen accounting software
15. Recommends improvements in accounting system or procedures system-wide; alerting the CSFO when appropriate, to potential problems.
16. Assists in the hiring of all the accounting personnel and bookkeepers.
17. Maintain the confidentiality of Board of Education business.
18. Be regular and punctual in attendance.
19. Monitor and track substitute teacher usage in the district using tracking program.
20. Perform additional duties as delegated by the CSFO.

**TERMS OF EMPLOYMENT:** Twelve-month contract.