



<b>Job Title:</b>	<b>Chief School Financial Officer</b>	<b>Job Category:</b>	Administrative
<b>Department/Group:</b>	Finance	<b>Term of Contract:</b>	12 months
<b>Location:</b>	Chilton County Board of Ed	<b>Travel Required:</b>	no
<b>Level/Salary Range:</b>	\$78,000 annually		

<b>Reports to:</b>	Board of Education/Superintendent
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<p><b>Job Goal:</b> : To administer the business operations and financial affairs of the Chilton County Board of Education. To manage a financial system that reflects the financial condition of the local Chilton County Board of Education.</p>
<p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>● Minimum of 4-year college degree.</li> <li>● Must be bondable.</li> <li>● Minimum of three years experience in public agency accounting.</li> <li>● Obtain certification as a Chief School Financial Officer from the Alabama State Department of Education within three years of employment.</li> <li>● Maintain certification through continuing education requirements.</li> <li>● Meet one or more of the following professional requirements. <ul style="list-style-type: none"> <li>○ 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 nine (9) hours in accounting.</li> <li>○ Hold a MBA or graduate degree in a business-related field from a four year college or university.</li> <li>○ Is a Certified Public Accountant.</li> <li>○ Hold a B.S. in a concentration other than business-related curriculum but have at least 24 hours of business-related courses, with at least 18 hours in the following courses: Principles of Accounting I &amp; II, Intermediate Accounting, Cost Accounting, Governmental Accounting, Financial Management, General Management, and Business Communications.</li> </ul> </li> </ul>



## **Performance Responsibility:**

1. Expected work day 8:00-4:00, Monday-Friday. May be required to work occasionally nights and weekends in addition to the expected work day, as well as required attendance at board meetings and /or other meetings.
2. Assure that all local, state, federal, and State Department of Education policies, guidelines, and laws are followed in all financial accounting matters and submitted timely in accordance with the law.
3. Administrate the financial affairs and financial personnel of the school system, including handling of all funds and accounting required. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
4. Coordinate with the Superintendent a program, to be approved by the board, for all business management of the Chilton County School system.
5. Work to maintain an effective cash flow system so as to utilize all sources available for the best possible benefit of the school system including the payment of obligations in a timely manner while scheduling investment maturities in the most advantageous manner.
6. Maintain a system of contracting and purchasing procedures.
7. Consult with responsible program supervisors, directors, and principals on matters relating to the preparation and administration of budgets.
8. Work with the Superintendent in the preparation of annual school budgets and financial statements.
9. Prepare budget and financial reports as required by local, state, and federal agencies.
10. Perform all duties and responsibilities as defined under Section 16-13A-S Code of Alabama 1975.
11. Work with the Superintendent to develop, submit, administer, and amend as necessary the annual budget for the school system.
12. Prepare financial reports monthly and at other times as requested by the Superintendent, the Board of Education, and other agencies.
13. Recommend and implement policies approved by the board.
14. Maintain an accounting and payroll system in accordance with applicable laws and regulations.
15. Maintain an adequate system of internal controls including property and inventory accounting.



16. Maintain a sound accounting system throughout the school district.
17. Assist with management of services that are provided by outside vendors.
18. Collaborate with auxiliary services/ departments such as Child Nutrition Program, Transportation, Operations, Maintenance, Special Education, Title Funds, Human Resources, Payroll, etc. to ensure services enhance the system's mission and goals in an effective manner and in accordance with state and federal requirements.
19. Design and implement investment programs to assure an optimum return on investments while maintaining the safety of funds.
20. Develop and administer a program for purchasing supplies, materials, equipment, and the disposal of surplus property.
21. Develop in-service training programs for accounting and payroll personnel.
22. Serve as a consultant on grant proposals as needed.
23. Assist auditors as needed to verify fiscal management compliance.
24. Assist in the maintenance of fiscal management procedures correlated with the school system's board policies.
25. Maintain proper certification by participating in professional learning.
26. Establish and maintain positive public relations while working cooperatively with the Board, Superintendent, administrators, certificated and non-certificated personnel, parents, and students.
27. Serve as a member of the Superintendent's leadership team, receiving and reviewing information as appropriate and contributing to the decision making process.
28. Maintain confidentiality of all Board of Education business.
29. Support annual strategic planning activities with the Superintendent.
30. Perform other duties as may be assigned to the position by law, the Superintendent, Board of Education, and rules and regulations of the State Board of Education and the local government.

**Background Check Required:**

(HB 402 Act 99-361 Alabama Legislature) Upon offer of employment, employees will be required to submit legible fingerprints for a background review by the Alabama Bureau of Investigation.

**Evaluation:**

Performance of the job will be evaluated by a Board review annually or as needed.



**The Chilton County Board of Education is an Equal Employment Opportunity Employer. The Chilton County Board of Education prohibits discrimination based on race, color, religion, creed, national origin, gender, marital status, age, pregnancy, the presence of a disability, or any other basis prohibited by law.**