

Opp City Schools

Job Description

Job Title – Chief School Financial Officer (CSFO)

Supervised by/Reports to: Superintendent

Supervises: Finance Department Staff

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 well-being of the school system.
- To assist in the development and implementation of the goals, priorities and mission of the school system.

Qualifications:

1. Bachelor's 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) semester hours in accounting; or, an MBA or other graduate degree in a business-related field from a regionally accredited institution; or licensure/certification as a Certified Public Accountant; or, a bachelor's 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):
 - Principles of Accounting I (3 semester hours).
 - Principles of Accounting II (3 semester hours).
 - Intermediate Accounting (3 semester hours).
 - Cost Accounting (3 semester hours).
 - Governmental Accounting (3 semester hours).
 - Financial Management (3 semester hours).
 - General Management (3 semester hours).
 - Business (or Organizational) Communications (3 semester hours).
2. Five (5) or more years' experience in school finance.
3. Knowledge of accounting laws, policies, and rules and regulations.
4. Knowledge of Board policies and accounting procedures.
5. Ability to receive Certification of Chief School Financial Officer designation from the

- Alabama State Department of Education within three (3) years of employment.
6. Ability to maintain Certification of Chief School Financial Officer designation by meeting continuing education requirements.
 7. 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.
 8. Demonstrate proficiency in oral and written communication skills.
 9. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups, as well as government agencies.
 10. Ability to supervise and evaluate personnel as assigned.
 11. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence and/or financial information.
 12. Ability to identify and solve problems as a productive team member.
 13. Physical strength, stamina, dexterity and acuity to perform essential job functions and responsibilities.
 14. Ability to be punctual and in regular attendance.
 15. Such alternatives to the above qualifications as the Superintendent and/or Board may require.

Performance Responsibilities and Essential Functions:

1. Demonstrates support for the school system and its vision, goals, and priorities.
2. Verifies the receipt of all funds to which the local board of education may be entitled by law or which may come into its possession for public school purposes.
3. Verifies the payment of such funds, such payments to occur only on written order of the local superintendent of education.
4. Keeps an accurate record of all receipts and expenditures, and provides such information to the Superintendent and the Board.
5. Makes reports as may be required by law, by the local board of education, or by rules and regulations of the State Board of Education.
6. Personally notifies, in writing, each Board member and the Superintendent of any financial transaction of the local Board of Education which the CSFO deems to be non-routine, unusual, without legal authorization, or not in compliance with the fiscal management policies of the Board; the notification shall be recorded in the minutes of the Board.
7. Remains bonded in an amount determined by the State Board of Education.
8. Posts the annual school system budget and monthly financial statements, in the form required by law, on the school system web site.
9. Ensures the school system maintains an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.

10. Ensures the school system maintains a school payroll accounting system in accordance with applicable laws and regulations.
11. Supervises the preparation of financial reports annually and at other times as requested by the Superintendent, the Board of Education, and other agencies.
12. Supervises the preparation of reports as required by other agencies.
13. Ensures the school system maintains an adequate system of internal controls including property and inventory accounting.
14. Ensures the school system maintains a sound system of cash management.
15. Ensures the school system maintains a sound accounting system in the individual local schools.
16. Ensures the school system maintains a system of contracting and purchasing procedures.
17. Coordinates the preparation and presentation of the Board of the annual budget and any amendments as appropriate.
18. Ensures the school system maintains the financial operations of the child nutrition program and other special programs in accordance with state and federal requirements.
19. Supervises the accounting procedures and practices of all funds for which the Board has responsibility.
20. Supervises the preparation of and approves all payrolls and all payroll deductions.
21. Supervises the preparation of and approves all Accounts Payables.
22. Provides auditors such records and assistance as they may require.
23. Supervises the financial accounting procedures of all funds controlled by each school in the system; coordinates the auditing of each school's accounting.
24. Supervises the development of the indirect cost application to the State Department of Education.
25. Directs, plans, and coordinates the operation of all fiscal activities.
26. Serves as contact person for local school bookkeeping staff relative to accounting functions.
27. Assists the Superintendent as required with system initiatives, projects, and community involvement activities.
28. Demonstrates initiative in the performance of assigned responsibilities.
29. Exhibits professionalism in the workplace and demonstrates exemplary ethical standards.
30. Maintains appropriate confidentiality regarding school/workplace matters.
31. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in the areas of responsibility.
32. Works cooperatively and productively with supervisor(s) and other system staff to ensure the system's vision, goals and strategies are implemented and providing all pertinent data to all appropriate personnel within the designated time frame.
33. Engages in personal professional growth and demonstrates professional ethics and effective leadership.

34. Reports potential problems, unusual events, or work irregularities to the Superintendent.
35. Responds to inquiries, requests, constructive feedback, concerns, and/or complaints in a timely and positive manner.
36. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
37. Uses effective collaboration skills to work as a productive team member.
38. Serves on school system committees, tasks forces, and representative groups as required.
39. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
40. Reports absences and takes leave in accordance with Board policies and procedures.
41. Performs any other job-related duties as assigned by the Superintendent and the Opp City Board of Education.

Terms of Employment: Twelve-month position in accordance with an individual contract.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the State Department of Education and/or Opp City Board of Education policy on evaluation of classified personnel.

The statements above are intended to describe the general nature and level of 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 may be required to perform duties outside of their normal responsibilities as needed.