Hickman County School System

Job Title: Business Officer

Contract Period: 12 month contract for the 2017-2018 school year Reports to: Director of Schools

Purpose of Job

The purpose of this job is to provide leadership to the business operations of the school district and to maximize the use of resources in support of student achievement.

Essential Duties and Responsibilities

* Provides staff leadership to ensure understanding and promotion of the school district’s educational objectives.
* Advises the Director of Schools on policy changes affecting the financial integrity of the school district.
* Implement a school accounting system that efficiently, effectively, and accurately records all financial transactions in accordance with accounting principles and the Internal School Uniform Accounting Policy Manual for the State of Tennessee.
* Advises in the establishment of long-range financial planning.
* Monitors expenditures against budget allocations through a system of control at the Finance Office.
* Consults periodically with all departments of the school system relative to budgetary requests and expenditures.
* Continuously monitors revenue collections versus estimates with the Finance Office.
* Continuously evaluates and analyzes all business operations for improvement in efficiency and effectiveness.
* Provides opportunities for growth for administers and departmental employees through staff development on financial practices.
* Ascertains all sources of revenue available to the school district, such as grants, and, where eligible, ensures compliance with all requirements necessary to obtain funding.
* Keep abreast of changes in statutes, policies, procedures and methods as they pertain to public education.
* Effectively communicate and interact with colleagues and members of the general public and other groups involved in the operation of the school system.
* Assemble information and make written reports about the operation of the school system.
* Homework Hotline and Digital and Online Learning
* Title VI and Title IX Complaints and Investigations
* DVR Training and contact for principals
* Other duties and responsibilities as assigned by the Director of Schools.

Minimum Training and Experience Required

A Bachelor’s degree in Business Administration, Accounting, Education, or related field or the equivalent of an academic major in that field. Managerial experience within a local education agency is preferred.

Application Process

Candidates wishing to apply for this position should complete a Professional Teaching Application for the Hickman County School System, located [here](http://hickmank12.org/wp-content/uploads/2015/07/TeacherApp.pdf). Applications can be mailed to 115 Murphree Avenue, Centerville, TN 37033, to the attention of Michelle Gilbert.

Current employees of the Hickman County School System may apply by submitting a letter of interest to Michelle Gilbert.

Applications must be received by the close of business on Monday, June 6, 2016.

Questions about this position may be sent to Michelle Gilbert at [michelle.gilbert@hickmank12.org](mailto:michelle.gilbert@hickmank12.org).