BUTLER COUNTY SCHOOLS

CHIEF SCHOOL FINANCIAL OFFICER

JOB DESCRIPTION

RESPONSIBLE TO: Superintendent

FIDUCIARY RESPONSIBILITY: Board of Education

JOB GOAL: To administer the business affairs of the school system in such a way as to provide the best possible educational services with the financial resources available and to be responsible for a financial management system that reflects the financial condition of the local board of education on a timely and accurate basis

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 semester hours in accounting.
2. MBA or other graduate degree from an accredited institution (preferred)
3. Certified Public Accountant (preferred)
4. Three years' experience in a business related field (minimum)
5. Three years' experience in governmental accounting (preferred)
6. Must complete an Alabama State Department of Education required Certification of CSFO designation within three years
7. Must meet annual requirements for continuing education to maintain Certificate of CSFO designation
8. Must be bondable
9. Must have a valid Alabama Driver's License

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

1. Knowledge of accounting laws, policies, rules and regulations
2. Knowledge of tax laws, reforms, and regulations which impact employee benefits, tax forms, and related concerns
3. Knowledge of 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 of business and finance
5. Ability to communicate effectively in written and verbal form
6. Possess physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, high-intensity environment

JOB DUTIES AND RESPONSIBILITIES:

1. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards

2. Verify the receipt of all funds to which the local board of education may be entitled by law or which may come into the board's possession for public school purposes
3. Verify the payment of such funds, such payments to occur only on written order of the local superintendent of education
4. Keep an accurate record of all receipts and expenditures, and provide such information to the local superintendent and the local board
5. Make reports as may be required by law, by the local board of education, or by rules and regulation of the State Board of Education (To include interface of local school records)
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 school 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 local school superintendent, the local board of education, and other agencies
9. Prepare monthly financial reports for the board of education 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
14. Maintain a system of contracting and purchasing procedures
15. Coordinate the preparation of the annual budget and any amendments
16. Maintain the financial operations of the child nutrition program 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 investments of funds upon local superintendent approval
19. Serve as network administrator for accounting software
20. Supervise and evaluate all personnel assigned to business and financial operations
21. Perform other duties, to include attending meetings and making presentations, as may be assigned to the position by law, the local school superintendent and/or local board of education, and by rules and regulations of the State Board of Education
22. Be bonded in an amount determined by the State Board of Education

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.

TERMS OF EMPLOYMENT: Negotiable

EVALUATION:
The evaluation of the Chief School Financial Officer's job performance will be determined by the Superintendent of Education in accordance with established Board policies and administrative procedures and guidelines.

PHYSICAL REQUIREMENTS:
Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.