

Coosa County Schools Job Description

JOB TITLE: CHIEF SCHOOL FINANCIAL OFFICER

QUALIFICATIONS:

1. Minimum of 4-year college degree.
2. Must be bondable.
3. Minimum of three years experience in public agency accounting.
4. Obtain certification as a Chief School Financial Officer from the ALSDE within three years of employment.
5. Maintain certification through continuing education requirements.
6. Meet one or more of the following professional requirements:
 - a. 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 9 semester hours in accounting.
 - b. Hold a MBA or other graduate degree in a business-related field from a regionally accredited institution.
 - c. Is a Certified Public Accountant.
 - d. Hold a baccalaureate 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 & II, Intermediate Accounting, Cost Accounting, Governmental Accounting, Financial Management, General Management, Business (or Organizational) Communications.
7. Cleared background check through FBI and ABI processes.

REPORTS TO: Board of Education

JOB GOAL: To maintain a financial management system that ensures the proper accountability for funds administered by the local board of education and its schools, reflecting the financial condition of the local board of education on a timely and accurate basis.

PERFORMANCE RESPONSIBILITIES:

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.
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. 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.
5. Maintain a system of contracting and purchasing procedures.
6. Consult with responsible program supervisors, directors, and principals on matters relating to the preparation and administration of budgets.
7. Work with the Superintendent in the preparation of annual school budgets and financial statements.
8. Prepare budget and financial reports as required by local, state, and federal agencies.

9. Perform all duties and responsibilities as defined under Section 16-13A-S Code of Alabama 1975.
10. Work with the Superintendent to develop, submit, administer, and amend as necessary the annual budget for the school system.
11. Prepare financial reports monthly and at other times as requested by the Superintendent, the Board of Education, and other agencies.
12. Recommend and implement policies approved by the board.
13. Maintain an accounting and payroll system in accordance with applicable laws and regulations.
14. Maintain an adequate system of internal controls including property and inventory accounting.
15. Maintain a sound accounting system throughout the school district.
16. Assist with management of services that are provided by outside vendors.
17. 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.
18. Design and implement investment programs to assure an optimum return on investments while maintaining the safety of funds.
19. Develop and administer a program for purchasing supplies, materials, equipment, and the disposal of surplus property.
20. Develop in-service training programs for accounting and payroll personnel.
21. Serve as a consultant on grant proposals as needed.
22. Assist auditors as needed to verify fiscal management compliance.
23. Assist in the maintenance of fiscal management procedures correlated with the school system's board policies.
24. Maintain proper certification by participating in professional learning.
25. Establish and maintain positive public relations while working cooperatively with the Board, Superintendent, administrators, certificated and non-certificated personnel, parents, and students.
26. Serve as a member of the Superintendent's leadership team, receiving and reviewing information as appropriate and contributing to the decision making process.
27. Maintain confidentiality of all Board of Education business.
28. Support annual strategic planning activities with the Superintendent.
29. 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.

*In the event of unusual school circumstances (destruction due to weather, pandemic, other critical situations) other duties may be assigned in order to assist the continuation of educational and other school related functions as necessary.

It is the policy of the Coosa County Board of Education that no person shall, on the grounds of race, color, disability, gender, religion, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.