Title: Chief School Financial Officer

Posting Date: February 12, 2021

Qualifications:
1. Bachelor’s degree from an accredited 4-year college or university with a concentration in business related curriculum including at least 12 semester hours in accounting or licensure as Certified Public Accountant.
2. Three years’ experience in public agency accounting.
3. Either hold or obtain a valid CSFO Certification by the Alabama State Department of Education within 3 years of employment.
4. Maintain certification through continuing education requirements.

Reports: Board of Education /Superintendent

Job Goals:
To provide effective leadership and oversight in administering the business affairs of the school system to provide the best possible educational services and operational support with the financial resources available; to maintain responsibility for the financial management system that ensures proper accountability and reflects the financial condition of the local board of education and its schools in a timely and accurate manner.

Performance Responsibilities:
1. Trains, supervise, and evaluates assigned personnel to ensure employees have a clear understanding of job responsibilities, provides professional development opportunities for all employees involved in the financial operations of the school system.
2. Administer financial affairs of the school system, including the handling and proper accounting of all funds. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
3. Acts as custodian of school system funds by directing the preparation, development and administration of the approved annual school system budget and any amendments, including actual expenditures/revenues and impact on the school system’s overall financial and fiscal outlook, while ensuring compliance with school system procedures, Board policy, and applicable state and federal rules and regulations; assist federal programs coordinator with program application and amendments.
4. Attend board meetings and prepare financial reports as required by local, state and federal agencies; reviews and recommends proposed policies and/or changed to existing policies to the Board and implements approved policies.
5. Develop and implement fund management programs that ensure the necessary cash flow for payroll and for the payment of other obligations in a timely manner.
6. Monitor and advise department and local schools in the expenditure of all local, state and federal funds.
7. Supervise the preparation of quarterly and annual payroll reports such as Forms 941 and W-2, W-3, State unemployment and state withholdings.

8. Implements internal audits to ensure program operations are within budget and comply with fiscal practices, school system procedures, Board policy and applicable state and federal rules and regulations; assist State Examiners of Public Accounts in gathering information for annual financial and compliance audits of the school system.

9. Post the annual school system budget and monthly financial statements, in the form required by law, on the school system web site.

10. Maintain a system of contracting and purchasing procedures

11. Maintain an adequate system of internal controls including property and inventory accounting.

12. Ensures the school system maintains the financial operations of the child nutrition program and other special programs in accordance with state and federal requirements.

13. Supervises and monitors payroll activities and procedures in accordance with applicable policies and regulations

14. Maintains ongoing professional development to become and remain current on principles, practices, laws and regulations in areas of financial operations.

15. Provides guidance to administrators and leadership in relation to department and school financial affairs, including both short range and long range planning.

16. Performs other job related duties as assigned by the Superintendent of Board of Education.

Terms of employment: 12-month position with a 3-year contract. Evaluation will occur in the spring of the year based on Board policy of personnel evaluation.

Minimum Salary: $77,143

Application Process: Send an application, letter of interest, and detailed resume to:

Washington County Board of Education
P. O. Box 1359
Chatom, AL 36518
Attn: Lonnie Guy President

Application Deadline: March 1, 2021

NOTICE: It is the policy of the Washington County Board of Education that no person shall, on the grounds of race, color, disability, sex, religion, creed, 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. Contact persons: Special Education, Title IV and Section 504 Coordinator – Trina Moss 251-847-2401 ext. 123; Title VI Coordinator – Betty Brackin 251-847-2401 ext. 107; Title IX Coordinator- Rodney Smith 251 847-2401. ALL APPLICATIONS FOR TEACHING POSITIONS MUST INCLUDE A COPY OF YOUR ALABAMA TEACHER’S CERTIFICATE, A COPY OF YOUR TRANSCRIPT.