

NOTICE OF VACANCY
Birmingham City Schools

<http://www.bhamcityschools.org/Page/238>

JOB TITLE: Assistant Chief School Finance Officer	REPORTS TO: Chief School Financial Officer		
WORK DAYS: 12 Months (240 Days)	SALARY: Classified Schedule 64 -2 (\$113,959 - \$140,949)		
LOCATION: Central Office	FLSA Status:	EXEMPT X	NON EXEMPT

JOB DESCRIPTION:

The Assistant Chief School Finance Officer is responsible for assisting the Chief School Finance Officer (CSFO) with all financial matters of Birmingham City Schools. The Assistant Chief School Finance Officer will report to and work closely with the Chief School Finance Officer. The Assistant Chief School Finance Officer will oversee all compliance and recognition for government (federal, state, city, and county) contracts and private grants and work closely with the Chief School Finance Officer in budget preparation and monitoring. S/he must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace.

DUTIES AND RESPONSIBILITIES:

SPECIFIC RESPONSIBILITIES INCLUDE:

FINANCE

- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee cash, investment, and asset management.
- Oversee financing strategies and activities, as well as banking relationships.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization’s operations and business plans.

PLANNING, POLICY, AND INVESTOR RELATIONS

- Coordinate the development and monitoring of budgets.
- Develop financial business plans and forecasts.
- Represent the district to financial partners, including financial institutions, investors, foundation executives, auditors, public officials, etc.
- Remain up to date on governmental audit best practices and state and federal law regarding governmental operations.

ACCOUNTING AND ADMINISTRATION

- Assist the CSFO to oversee the finance department to ensure proper maintenance of all accounting systems and functions.
- Function in the place of the CSFO in his/her absence.

- Handle personnel issues that might arise within the department.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for federal, state, and local funders; assist with the preparation and communication of monthly and annual financial statements.
- Coordinate audits.
- Ensure legal and regulatory compliance regarding all financial functions.
- Performs other duties as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Experience with budget preparation, designing, and maintaining accounting records and procedures, preparing financial statements and performing special projects.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Deep knowledge and understanding of the Office of Management and Budget Circular A133 audit.
- Experience working with information technology staff to manage finance and accounting software packages.
- Significant experience in or knowledge of governmental accounting, including sophisticated fund and grant accounting, compliance, and reporting.

QUALIFICATIONS:

- A minimum of a BBA with a degree in Accounting; a CPA and/or MBA would be a plus.
- At least five years' experience as a Director, Manager, or equivalent, preferably in a K-12 school environment.
- Supervisory experience preferred.
- The Assistant Chief School Finance Officer will be a seasoned and mature leader with at least 10-15 years of broad finance experience, ideally beginning in audit, followed by experience gathering and evaluating financial information and making actionable recommendations to senior leadership.
- He/she will ideally have experience managing finance (accounting, budgeting, control, and reporting) for a complex K-12 government with multiple funding sources including government (federal, state, and local) contracts.
- Significant experience in or knowledge of governmental accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Excellent written and oral communication skills.
- Demonstrated leadership ability, team management, and interpersonal skills.

- Excellent analytical and abstract reasoning skills, plus excellent organization skills.

***SUCH ALTERNATIVES TO THE ABOVE QUALIFICATIONS AS THE BOARD MAY REQUIRE.**

APPLICATION REQUIREMENTS:

- Completed Application (Teach in Alabama)
- Resume (uploaded to application)
- Three (3) returned References (Teach in Alabama)

****PLEASE ENSURE ALL INFORMATION IS CURRENT WITHIN A 6 MONTH PERIOD****

PHYSICAL REQUIREMENTS:

Physical strength, mobility, dexterity, stamina, and acuity are required to perform job responsibilities.

REVISED:

May 2024

Please Note: All candidates must submit to a background check (https://www.cogentid.com/al/index_adeNew.htm). Employment is contingent upon candidate meeting suitability criteria as established by Alabama State Department of Education. **The Birmingham Board of Education does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments. Birmingham Board of Education is required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.**