



DALE COUNTY BOARD OF EDUCATION

OFFICE OF SUPERINTENDENT
202 S HWY 123, SUITE E
OZARK, ALABAMA 36360



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NOTICE OF VACANCY

ADVERTISEMENT # 199

The Dale County School System anticipates the following possible vacancies for the 2024-2025 school year:

Support

Chief School Finance Officer

Requirements:

- (1) Bachelor's degree in a business-related field (accounting, finance, business administration, etc.) from an accredited four-year institution.
- (2) Minimum of three (3) years work experience in a related field.
- (3) Must obtain, within three (3) years, certification as a Chief School Finance Officer and must maintain certification through continuing education requirements.
- (4) Must be bondable.

Applications for these positions will be taken and reviewed. These positions will be filled from qualified applicants. No applicant will be employed without a formal application. Applicants interested in the certified positions should apply through the Teach in Alabama link on our website at www.dalecountyboe.org or the State Department of Education website at https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500.

Select: Classified, Search by District, School Board District 2, Dale County Board of Education

The Dale County Board of Education, upon the Superintendent's recommendation, may approve an in-system lateral transfer to an existing vacancy and fill the resulting vacancy through the normal screening, interviewing, and recommendation process.

Salary is negotiable and determined by the Board.

The Dale County Board of Education is an Equal Opportunity Employer.

Applications for these positions will be accepted until all positions are filled.

Ben Baker,
Superintendent
Dale County Schools

DALE COUNTY SCHOOLS
CHIEF SCHOOL FINANCE OFFICER
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree in a business-related field (accounting, finance, business administration, etc.) from an accredited four-year institution.
- (2) Minimum of three (3) years work experience in a related field.
- (3) Must obtain, within three (3) years, certification as a Chief School Finance Officer and must maintain certification through continuing education requirements.
- (4) Must be bondable.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of school laws, regulations, and School Board policies and procedures as they apply to finance and payroll services. Ability to direct work of subordinates in a manner conducive to efficiency and high morale. Ability to establish and maintain effective working relationships with superiors, associates and subordinates contacted within the course of work.

REPORTS TO:

Superintendent/Board of Education

JOB GOAL

To ensure that finance functions and activities are operated in an efficient and effective manner.

SUPERVISES:

Payroll/Accounts Payable

PERFORMANCE RESPONSIBILITIES:

- * (1) Direct and oversee the annual budget preparation, including communication of budget information to the general public.
- * (2) Supervise the Payroll Department.
- * (3) Assist the Superintendent in developing financial policies.
- * (4) Enforce system policy.
- * (5) Interpret and enforce statutes, Department of Education rules, system policies and procedures as they relate to financial matters.
- * (6) Serve as liaison for auditors and federal, state and local agencies regarding operations of the department.
- * (7) Prepare financial reports and maintain appropriate records.
- * (8) Assist with budget activities and workshops.
- * (9) Maintain effective community relations and interpret finance matters to the community.
- * (10) Assist in development of School Board policies and administrative guidelines.
- * (11) Analyze and reconcile various general ledger accounts.
- * (12) Prepare various journal entries for adjusting accounts.
- * (13) Coach and/or mentor subordinates and provide cross-training programs.
- * (14) Keep supervisor informed of potential problems or unusual events.

CUSTODIAN OF FUNDS (Continued)

- * (15) Serve on system, state or community councils or committees as assigned or appropriate.
- * (16) Work closely with system and school staffs to support school improvement initiatives and processes.
- * (17) Maintain expertise in assigned areas.
- * (18) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- * (19) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- * (20) Represent the system in a positive and professional manner.
- * (21) Develop or assist in developing the system budget and monitor its implementation as required.
- * (22) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- * (23) Provide leadership and direction for assigned areas of responsibility.
- * (24) Exercise proactive leadership in promoting the vision and mission of the system.
- * (25) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (26) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- (27) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- (28) May be required to work beyond the 40-hour week.
- (29) Perform other tasks consistent with the goals and objectives of this position.

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.

TERMS OF EMPLOYMENT:

Twelve (12) month employee. Length of the work day and hours of employment shall be those established by the System.

SALARY:

Salary and benefits shall be paid consistent with the System's approved compensation plan.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities