

JOB TITLE: Chief School Financial Officer-Hale County Board of Education

QUALIFICATIONS:

1. 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).
 - i. Principles of Accounting I (3 semester hours).
 - ii. Principles of Accounting II (3 semester hours).
 - iii. Intermediate Accounting (3 semester hours).
 - iv. Cost Accounting (3 semester hours).
 - v. Governmental Accounting (3 semester hours).
 - vi. Financial Management (3 semester hours).
 - vii. General Management (3 semester hours).
 - viii. Business (or Organizational) Communications (3 semester hours).
2. At least three years' experience in the business or the school environment.
3. Must be bondable.
4. A background in school finance preferred.
5. Receive a Certification of Chief School Finance Officer designation from the Alabama State Department of Education within three years of employment or be subject to termination.
6. Maintain a Certification of Chief School Finance Officer designation by continuing education requirements.
7. Must meet the suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
8. Valid Alabama Drivers' License.
9. Such alternatives to the above qualifications as the Board may find appropriate and desirable.

FLSA STATUS:

Exempt

SUPERVISOR:

The chief school financial officer shall work under the direct supervision of the local superintendent of education but shall have a fiduciary responsibility to the local board of education. Ref: Act 2006-196 Para 16-13A-5 (a).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of accounting laws, policies, rules and regulations.
2. Ability to supervise and evaluate personnel assigned to the area of business/finance operations.
3. Skills in problem solving.
4. Possesses a high level of computer skills.
5. Ability to communicate effectively in written and verbal forms.
6. Skills in accounting and financial practices and procedures.
7. Knowledge of board policies and procedures.
8. Provide the highest professional and ethical standards of school business management practices for the Hale Co Schools.
9. Physical mobility and visual acuity to visit schools and work sites for the improvement of the operation of the schools.

JOB GOAL:

To meet the accounting, financial, personnel, and purchasing needs of the school system.

ESSENTIAL FUNCTIONS:

1. Verify the receipt of all funds to which the local board of education may be entitled by law or which may come into its possession for public school purposes. Ref: Act No 2006-196 Para 16-13A-5 (b) (1).
2. Verify the payment of such funds, such payments to occur only on written order of the local superintendent of education. Ref: Act No 2006-196 Para 16-13A-5 (b) (2).
3. Keep an accurate record of all receipts and expenditures, and provide such information to the local superintendent and the local board. Ref: Act No 2006-196 Para 16-13A-5 (b) (3).

4. Make reports as may be required by law, by the local board of education, or by rules and regulations of the State Board of Education. Ref: Act No 2006-196 Para 16-13A-5 (b) (4).
5. Personally notify, in writing, each board member and the local superintendent of education of any financial transaction of the local board of education which the chief school financial officer deems to be non-routine, unusual, without legal authorization, or not in compliance with the fiscal management policies of the board. The notification shall be recorded in the minutes of the board by the president of the local board of education. Ref: Act No 2006-196 Para 16-13A-5 (b) (5).
6. Be bonded in an amount determined by the State Board of Education. Ref: Act No 2006-196 Para 16-13A-5 (b) (6).
7. Post the annual school system budget and monthly financial statements, in the form required by law, on the school system web site.
8. Ensure the school system maintains an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
9. Ensures the school system maintains a school payroll accounting system in accordance with applicable laws and regulations.
10. Ensures the preparation of financial reports annually and at other times as requested by the local school superintendent, the local board of education, and other agencies.
11. Ensures the preparation of reports as required by other agencies.
12. Ensures the school district maintains an adequate system of internal controls including property and inventory accounting.
13. Ensures the school district maintains a sound system of cash management.
Ensures the school district maintains a sound accounting system in the individual local schools.
14. Ensures the school district maintains a system of contracting and purchasing procedures.
15. Coordinates the preparation and presentation to the board of the annual budget and any amendments as appropriate.
16. Ensures the school district maintains the financial operations of the child nutrition program and other special programs in accordance with state and federal requirements.
17. Ensures the accounting procedures and practices of all funds for which the Board has responsibility.
18. Ensures the preparation of and approves all payrolls and all payroll deductions.
19. Ensures the preparation of and approves all Accounts Payables.
20. Provides auditors such records and assistance as they may require.
21. Ensures the financial accounting procedures of all funds controlled by each school in the system; coordinates the auditing of each school's accounting.
22. Ensures the development of the indirect cost application to the State Department of Education.
23. Directs, plans, and coordinates the operation of all fiscal activities.
24. Performs other functions as the Superintendent may indicate.
25. Act as contact person for local school bookkeeping staff relative to accounting functions.

TERMS OF EMPLOYMENT:

12 month employment with negotiated salary based upon qualifications and experience

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

APPLICATION PROCESS:

Please apply through the Alabama State Department of Education application system, *Teach In Alabama*.

It is the official policy of the Hale County Board of Education that no person shall, on the grounds of race, color, disability, sex, 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.