

Muscle Shoals City Schools
Position Announcement

JOB TITLE: Chief School Finance Officer

QUALIFICATIONS:

Have a minimum of three years' experience in public agency accounting, obtain certification as a Chief School Finance Officer from the Alabama State Department of Education within three (3) years of employment, maintain certification through continuing education requirements, and meet the following professional requirements:

- 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 12 semester hours in accounting.
- Hold an MBA degree from a regionally accredited institution is preferred.
- Licensed as a Certified Public Accountant (CPA) is preferred.
- Current Certification as a Chief School Finance Officer (CCSFO) is preferred.
- Must be bondable.

REPORTS TO: Superintendent/Board of Education

JOB GOAL:

To administer the business affairs of the system in such a way as to provide the best possible educational services with the financial resources available and be responsible for a financial management system that reflects the financial condition of the local board of education on a timely and accurate basis.

DUTIES AND RESPONSIBILITIES:

1. Supervise and submit yearly evaluations for business office personnel.
2. Maintain an open line of communication with the Board of Education and the Superintendent.
3. Liaison for school system in financial matters with external auditors, State Department of Education, and federal, state, and local government officials.
4. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
5. Maintain a school payroll accounting system in accordance with applicable laws and regulations.
6. Prepare financial reports annually and at other times as requested by the local school superintendent, the local board of education, and other agencies.
7. Prepare monthly financial reports to the board of education as required by law.
8. Prepare reports as required by other agencies.
9. Maintain an adequate system of internal controls including property and inventory accounting.
10. Maintain a sound system of cash management.
11. Maintain a sound accounting system in the individual local schools.
12. Maintain a system of contracting and purchasing procedures.
13. Coordinate the preparation of the annual budget and any amendments.
14. Maintain the financial operations of the child nutrition program and other special programs in accordance with state and federal requirements.
15. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.
16. Perform other duties, as may be assigned to the position by law, the local school superintendent and/or local board of education, and by rules and regulations of the State Board of Education.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledgeable of accounting standards, laws, policies, rules, and regulations.
2. Knowledgeable of tax laws and applicable regulations that impact upon employee's benefits, tax forms, and related employee concerns.
3. Knowledgeable in group business techniques and computers at a level required to implement and maintain an automated financial system.
4. Ability to supervise and evaluate personnel assigned to the areas of business and finance.
5. Ability to communicate effectively in written and verbal form.
6. Possess physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensity work environment.
7. Possess ability to work effectively with local superintendent and local board of education to assist and facilitate accomplishment of school system goals and objectives.

EVALUATION:

The evaluation of the Chief School Financial Officer's job performance will be determined by the Superintendent of Education in consultation with the school board.

TERMS OF EMPLOYMENT:

12 month position.

SALARY:

Salary is negotiable depending upon experience, knowledge, and skills of the position.

APPLICATION PROCESS:

Application materials will be accepted until the position is filled.

A transcript and/or Certified Public Accountant Certificate will be required if an interview is scheduled.

Muscle Shoals City Board of Education is an equal opportunity employer.