SCOTTSBORO CITY SCHOOLS
JOB VACANCY
2016-2017

Date: <u>November 18, 2016</u>

Applicants for the vacancies listed below will be selected on the basis of qualifications, merit, and professional ability. No person shall be denied employment, re-employment, advancement, or evaluated, nor shall be subjected to discrimination in any program or activity, on the basis of sex, age, marital status, religion, belief, national origin, ethnic group, or disability.

School/ Worksite	Position	Grade and/or Subject	Posting Date	Salary Schedule	Minimum Degree Required	Minimum Experience Required	Other Criteria	Posting Deadline
Scottsboro City Schools Central Office	CSFO (Chief School Finance Officer)		11/18/16	$75,000 - $85,000	Bachelor's Degree (see job description for additional qualifications)	Three (3) years of experience in public agency accounting.	Effective date: 01/01/17	November 30, 2016, or until filled

*Draft Job Description attached (pending Board approval at 12/2016 Board meeting)

CONTACT: Any interested candidates should send a letter of interest with a resume to Scottsboro City Schools, Attn: Mr. Kevin Willoughby, 305 S. Scott Street, Scottsboro, AL 35768.

Scottsboro City Schools

Job Description

Chief School Finance Officer (CSFO)

REPORTS TO:	**Superintendent & Board of Education**
FLSA STATUS:	**Exempt**
TERMS:	**240 Days**
EVALUATION:	**Board Review**

JOB GOALS:

- Meet the accounting, financial, personnel, and purchasing needs of the school district.
- Provide leadership in the coordination, development and improvement of fiscal operations and fiscal wellbeing of the school district.
- Assist in the development and implementation of the goals, priorities, and mission of the school district.

QUALIFICATIONS:

- Bachelor's 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 nine (9) semester hours in accounting; or, an MBA or other graduate degree in a business-related field from a regionally accredited institution; or licensure/certification as a Certified Public Accountant; or, a bachelor's 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):
  - Principles of Accounting I (3 semester hours).
  - Principles of Accounting II (3 semester hours).
  - Intermediate Accounting (3 semester hours).
  - Cost Accounting (3 semester hours).
  - Governmental Accounting (3 semester hours).
  - Financial Management (3 semester hours).
  - General Management (3 semester hours).
  - Business (or Organizational) Communications (3 semester hours).
- Three (3) years of experience in public agency accounting.
- Obtain Certification of Chief School Financial Officer designation from the Alabama State Department of Education within three (3) years of employment.
- Punctuality and regular attendance.

SUPERVISES:

- Administrative Assistant for Finance
- Assistant Coordinator of Accounting/Payroll
- Local School Secretary/Bookkeepers
- Payroll Clerk

PERFORMANCE RESPONSIBILITIES:

- Perform all duties and responsibilities as defined under Section 16-13A-5 Code of Alabama 1975.
- Work with the superintendent to develop, present, submit, and administer the annual budget for the school district, as required by law.
- Advise the superintendent and the board on financial matters, including the status of revenues and expenditures.
- Recommend and implement policies approved by the Board of Education.
- Implement laws concerning the budgeting and expenditure of public funds.
- Supervise all financial affairs, including handling of all funds, accounting procedures, and long range planning.
- Monitor overall expenditures of the school district and prepare required financial statements and related information for the Superintendent, Board of Education, and other agencies, as required by law.
- Supervise and monitor payroll in accordance with applicable laws and regulations.
- Manage all auxiliary services that are provided by outside vendors, ensure that the services enhance the district's mission before issuing approval of work, and secure department directors approval of completion of work before issuing compensation to contractor(s).
- Manage the bid process in coordination with the Superintendent.
- Design and implement investment programs to assure an optimum on investments while maintaining the safety of the funds.
- Manage the debt service of the school district.
- Coordinate Public School College Authority (PSCA) funds.
- Develop and administer a program for purchasing supplies, materials, equipment and the disposal of surplus property.
- Provide auditors such records and assistance as they may require.
- Coordinate selection, assignment, and staff development activities for finance and other assigned personnel.
- Train, supervise, and evaluate personnel within areas of responsibility.
- Ensure the school district maintains an adequate system of internal controls including property and inventory accounting.
- Ensure the local schools maintain a sound accounting system, including responsible cash management.

- Ensure the school district maintains the financial operations of the child nutrition program and other special programs in accordance with state and federal requirements.
- Supervise the preparation of and approval of all Accounts Payable.
- Supervise the development of the indirect cost application to the State Department of Education.
- Maintain certification of Chief School Financial Officer designation by meeting continuing education requirements.
- Perform any other duties as assigned.

APPROVED: **DRAFT**

This job description describes the general nature of the work performed by an employee assigned to this position. It is not intended to be an exhaustive list of all possible daily responsibilities. The Scottsboro City Schools Board of Education reserves the right to amend this job description as needed.