



<b>Title:</b>	Chief Finance Officer
<b>Reports to:</b>	Superintendent
<b>Terms of Employment:</b>	12 Months
<b>Salary:</b>	TBD

### **Qualifications:**

- Bachelor's degree from an accredited four-year college or university with a concentration in accounting, finance or business administration
- Three years of professional experience in a business related field or an equivalent combination of education and experience
- Ability to qualify for certification as a School Business Administrator according to State Board of Education Policy
- CPA certification preferred
- Administration/Management experience required

**Supervises:** Finance office employees

### **Essential Job Functions:**

- Develops for the superintendent and local board, short and long term budgets and makes amendments with concise explanation of educational needs reasons for change from prior budget
- Establishes and maintains a system to control and show in detail, the assets, liabilities, equities, revenues, expenditures and budgeted appropriations estimated revenues
- Establishes an accounting system in accordance with generally accepted accounting principles and governmental accounting standards
- Manages the preparation of monthly, quarterly and annual reports as required by the local board and other agencies
- Is responsible for maintain a school payroll accounting system in accordance with applicable law and regulations
- Is responsible for maintaining an adequate system of internal controls including property and inventory accounting
- Conducts pre audits of all obligations to ensure budgeted appropriations and unencumbered balance
- Approves or disapproves necessary disbursements for fiscal claims against the school system
- Is responsible for maintaining a sound system of cash management, including signing and issuing all checks, drafts and warrants, receiving and depo all monies and investing all idle cash
- Is responsible for maintaining a system of contracting and purchasing procedures, including the issuance of the pre audit certificate

- Manages preparation of reports of financial conditions required by the state or as requested by the superintendent, local board or county commissions
- Determines staffing structure for the business office and the numbers and characteristics needed to affect that structure
- Oversees the development and continuing education of the business office staff
- Assigns work and evaluates performance of employees of the business office
- Compiles with the requirements of the Uniform Education Reporting System including the standards and procedures adopted by the State Board of Education for providing timely fiscal information
- Performs such other duties as may be assigned to the position by law, by the superintendent and by rules and regulations of the State Board of Education and the local government commission
- Monitors accounting of individual school funds
- Develops and maintains knowledge base pertaining to employee benefits

The finance officer shall be functionally competent in the following areas:

- Accounting principles and procedures
- Financial planning, budgeting and analysis
- Information presentation and financial reporting for government agencies
- Financial management practices for public schools
- General management ability
- General knowledge and understanding of computer systems and related elements including hardware, software and network operations
- General understanding of public school fiscal law and public school law