

**SATSUMA CITY SCHOOLS  
JOB POSTING  
March 8, 2019**

**JOB TITLE: CHIEF SCHOOL FINANCIAL OFFICER**

**RESPONSIBLE TO: SUPERINTENDENT**

**FIDUCIARY RESPONSIBILITY: BOARD OF EDUCATION**

**FLSA STATUS: EXEMPT**

**JOB GOAL:** To administer the business affairs of the Satsuma City Board of Education (the "Board") in such a way as to provide the best possible educational services with the financial resources available and to be responsible for a financial management system that reflects the financial condition of the Board on a timely and accurate basis

**QUALIFICATIONS:**

1. Must (at a minimum) hold a Bachelor's degree from an accredited four-year college or university with a concentration in business-related curriculum, including at least nine semester hours in accounting.
2. MBA or other graduate degree from an accredited institution (preferred)
3. Certified Public Accountant (preferred)
4. Three years' experience in a business-related field (minimum)
5. Three years' experience in governmental accounting with a local board of education (preferred)
6. Must complete an Alabama State Department of Education required Certification of CSFO designation within three years
7. Must meet annual requirements for continuing education to maintain Certificate of CSFO designation
8. Must be bondable
9. Must have a valid Alabama Driver's License

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of accounting laws, policies, rules and regulations
2. Knowledge of tax laws, reforms, and regulations which impact employee benefits, tax forms, and related concerns
3. Knowledge of 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 area 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 environment

## **JOB DUTIES AND RESPONSIBILITIES:**

1. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards
2. Verify the receipt of all funds to which the Board may be entitled by law or which may come into the Board's possession for public school purposes
3. Verify the payment of such funds, such payments to occur only on written order of the Board's Superintendent of Education
4. Keep an accurate record of all receipts and expenditures, and provide such information to the Superintendent and the Board
5. Make reports as may be required by law, by the Board, or by rules and regulation of the State Board of Education (to include interface of local school records)
6. Post the annual school system budget and monthly financial reports, in the form required by law, on the school system web site
7. Maintain a school payroll accounting system in accordance with applicable laws and regulations
8. Prepare financial reports annually and at other times as required and/or requested by the Superintendent, the Board, and other agencies
9. Prepare monthly financial reports for the Board as required by law
10. Prepare reports as required by other agencies
11. Maintain an adequate system of internal controls including property and inventory accounting
12. Maintain a sound system of cash management
13. Maintain a sound accounting system in the individual local schools
14. Maintain a system of contracting and purchasing procedures
15. Coordinate the preparation of the annual budget and any amendments
16. Maintain the financial operations of the child nutrition program and other special programs in accordance with state and federal requirements
17. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations
18. Make investments of funds upon Superintendent approval
19. Serve as network administrator for accounting software
20. Supervise and evaluate all personnel assigned to business and financial operations
21. Perform other duties, to include attending meetings and making presentations, as may be assigned to the position by law, the Superintendent and/or the Board, and by rules and regulations of the State Board of Education
22. Be bonded in an amount determined by the State Board of Education

*The statements above are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to*

*perform duties outside of their normal responsibilities as needed.*

**TERMS OF EMPLOYMENT:** Negotiable

**MINIMUM STARTING SALARY:** Negotiable

**EVALUATION:** The evaluation of the Chief School Financial Officer's job performance will be determined by the School Board in consultation with the Superintendent of Education.

Please submit a cover letter, resume which includes references, and a transcript or Certified Public Accountant Certificate. Submit all application materials by March 29, 2019 at 6:00 PM to Satsuma CSFO Search Committee via email at [satsumacsfosearch@gmail.com](mailto:satsumacsfosearch@gmail.com).

**If you have questions or need additional information, please email Dr. Bart Reeves, Superintendent at [breeves@satsumaschools.com](mailto:breeves@satsumaschools.com).**