

AUTAUGA COUNTY BOARD OF EDUCATION
PERSONNEL DEPARTMENT
153 West Fourth Street
Prattville, Alabama 36067

POSITION ANNOUNCEMENT

December 10, 2020

The Autauga County Board of Education is now accepting applications for the position of: Chief School Financial Officer (CSFO)

Job Description: The duties and responsibilities are contained in Rule **290-2-5-.02** of the *Rules of the State Board of Education*.

Qualifications: The CSFO must meet the ALSDE qualifications contained in Rule **290-2-5-.03**. (See attached)

Effective Date: Following Board Action

Salary: \$85,000 (negotiable –based on rank, education, and experience)

Contract Length: 240 days (12 months)

Application Information: Go to <https://al.harrisschool.solutions/Autauga/S/Application> to complete an application.

Application Deadline: January 4, 2021 or until filled

2 Attachments:
1. Job Description
2. Qualifications

The Autauga County Board of Education is an equal opportunity employer and does not discriminate in employment on the basis of religion, race, color, sex, national origin, age or disability. Minorities are encouraged to apply.

CHIEF SCHOOL FINANCE OFFICER

POSITION TITLE: Chief School Finance Officer
RESPONSIBLE TO: Autauga County Board of Education
REPORTS TO: Superintendent of Education
SUPERVISES: Assigned Staff

QUALIFICATIONS:

The Chief School Finance Officer (CSFO) must be knowledgeable of school finances, accounting, bookkeeping and financial management. Must have at least three years of experience in a business-related field; meet the requirements for a certified chief school finance officer specified in Rule 290-2-5-04, and meet one or more of the following professional requirements:

1. 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.
2. Hold a MBA or other graduate degree in a business-related field from a regionally accredited institution.
3. Is a Certified Public Accountant.
4. 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):
 - a. Principles of Accounting I (3 semester hours).
 - b. Principles of Accounting II (3 semester hours).
 - c. Intermediate Accounting (3 semester hours).
 - d. Cost Accounting (3 semester hours).
 - e. Governmental Accounting (3 semester hours).
 - f. Financial Management (3 semester hours).
 - g. General Management (3 semester hours).
 - h. Business (or Organizational) Communications (3 semester hours).

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
2. Maintain a school payroll accounting system in accordance with applicable laws and regulations.
3. Supervise finance department personnel.
4. Prepare financial reports annually and at other times as requested by the local school superintendent, the local board of education, and other agencies.
5. Prepare reports as required by other agencies.
6. Maintain an adequate system of internal controls including property and inventory accounting.
7. Maintain a sound system of cash management.
8. Maintain a sound accounting system in the individual local schools.
9. Maintain a system of contracting and purchasing procedures.
10. Coordinate the preparation of the annual budget and any amendments as appropriate.
11. Maintain the financial operations of the child nutrition program and other special programs in accordance state and federal requirements.
12. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.
13. Perform other duties as may be assigned to the position by law, by the local school superintendent and local board of education, and by rules and regulations of the State Board of Education and the local government.

JOB GOAL:

To provide a sound financial management system that ensures the proper accountability for funds administered by the local board of education and its schools.

SUMMARY CHIEF SCHOOL FINANCE OFFICERS

Alabama school boards are required to have a chief school finance officer who meets the qualifications and certification requirements established by the State Department of Education (SDE). The chief school finance officer does not have to be the custodian of school funds, chief accountant, finance director, or head bookkeeper. The school board can name any qualified employee or officer of the school system (except the superintendent) as the chief school finance officer, if the individual is responsible for the financial management system of the board. The duties and responsibilities of a chief school finance officer are contained in Rule 290-2-5-.02 of the Rules of the State Board of Education.

Qualifications of New Chief School Finance Officers

Effective July 1, 2003, an officer or employee assigned the duties of chief school finance officer must meet the following three requirements: 1. Three or more years experience in a business-related field. 2. Education requirements contained in Rule 290-2-5-.03. 3. Certification requirements specified in Rule 290-2-5-.04. The chief school finance officer has three years to complete the certification course requirements.

Provisions for Current Chief School Finance Officers

A current chief school finance officer (current meaning performing the duties of the position on June 30, 2003) must complete the certification course requirements by June 30, 2006. After completing the course requirements, the continuing education requirements contained in Rule 290-2-5-.06 must be met.

A current chief school finance officer may be certified by the State Superintendent as a Certified Chief School Finance Officer (CCSFO) under the following conditions:

1. The chief school finance officer has been in the position at for least three years on June 30, 2003; and, 2. The chief school finance officer has met the certification course requirements.

A current chief school finance officer may be provisionally certified by the State Superintendent as a Certified Chief School Finance Officer (CCSFO) under the following conditions:

1. The chief school finance officer has not been in the position at for least three years on June 30, 2003 but has met the certification course requirements; or, 2. The chief school finance officer has been in the position at for least three years on June 30, 2003, has met the education requirements contained in Rule 290-2-5-.03, and has not met the certification course requirements.

Continuing Professional Education

A CCSFO is required to complete 18 hours of continuing professional education (CPE) each fiscal year. CPE credit may be received through the Association of School Business Officials (ASBO) or the Government Finance Officers Association (GFOA). Documentation for CPE credit approved for other professional organizations, such as the CPE credit for Certified Public Accountants, Certified Management Accountants, and Certified Internal Auditors, may be submitted to the University of Alabama, College of Continuing Studies, for recognition as acceptable CPE credit. The CPE requirements for a CCSFO completing the certification course requirements are adjusted for the first year of certification.