

ONEONTA CITY SCHOOLS
Office of the Superintendent
28370 State Highway 75, Oneonta, AL 35121
205-543-1515

JOB POSTING
Open: April 14, 2021

Title:

Chief School Financial Officer Trainee – (1)

Application Closing Date:

Until filled

Qualifications: Must have the technical skills and personal attributes to complete all duties related to job.

Contract Terms: See terms of employment.

Performance

Responsibilities: Carry out all duties related to job as assigned by the Superintendent and Board of Education Members.

The Non-certified Application is located on the district website, www.oneontacityschools.com, About OCS, Employment. Applications are accepted through the Oneonta City Board of Education Office or can be mailed to Oneonta City Schools, Attn: Superintendent/Central Office, 28370 State Highway 75, Oneonta, AL 35121.

Current employees of this system should indicate in writing they wish to be considered for this position and applications should be updated.

It is the official policy of the Oneonta City Board of Education not to discriminate on the basis of race, color, disability, sex, religion, creed, national origin or age, be excluded or be denied of or be subjected to discrimination under any program, activity, or employment.

Inquiries or complaints regarding compliance with Federal Regulations may be directed to the Federal Programs, Title IX, Section 504, and Title VI Coordinator, Oneonta City Board of Education, 28370 State Hwy 75, Oneonta, AL 35121, (205)543-1515. Employees should utilize the grievance procedure outlined in the Board Policy, November 2002, Section 601.1.

**ONEONTA CITY SCHOOLS
JOB DESCRIPTION / POSITION POSTING**

POSITION TITLE: Chief School Financial Officer Trainee

REPORTS TO: Superintendent and Board of Education Members

FIDUCIARY RESPONSIBILITY: Oneonta City School System

FLSA STATUS: Exempt

JOB GOAL: To administer the business affairs of the school system 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 local board of education 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 (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 local board of education 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 local superintendent of education.
4. Keep an accurate record of all receipts and expenditures, and provide such information to the local superintendent and the local board.
5. Make reports as may be required by law, by the local board of education, 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 website.
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 local school superintendent, the local board of education, and other agencies.
9. Prepare monthly financial reports for the board of education 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 local 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 local school superintendent and/or local board of education, and by rules and regulations of the State Board of Education.
22. Be bonded in an amount determined by the State Board of Education.
23. Personally notify, in writing, each board member and the local superintendent of education of any financial transaction of the local board of education which the chief school financial officer deems to be non-routine, unusual, without legal authorization, or not in compliance with the fiscal management policies of the board. The notification shall be recorded in the minutes of the board by the president of the local board of education. Ref: Act No 2006-196 Para 16-13A-5 (b) (5).
24. Preparation of and approves all payrolls and all payroll deductions.
25. Preparation of and approves all Accounts Payables.
26. Provides auditors such records and assistance as they may require.
27. Ensures the development of the indirect cost application to the State Board of Education.
28. Directs, plans, and coordinates the operation of all fiscal activities.
29. Performs other functions as the superintendent may indicate.
30. Act as contact person for local school bookkeeping staff relative to accounting functions.

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: 12 month employment with negotiated salary based upon qualifications and experience.

EVALUATION: The evaluation of the Chief School Financial Officer Trainee's job performance will be determined by the superintendent of education in accordance with established board policies and administrative procedures and guidelines.