

**BIBB COUNTY SCHOOLS  
JOB DESCRIPTION**

**JOB TITLE: CHIEF SCHOOL FINANCIAL OFFICER**

**CLASS:** Support Personnel

**LEVEL:** CSFO

**DEPARTMENT:** Accounting

**SUPERVISOR:** Superintendent  
Fiduciary Responsibility: Board of Education  
– Administrative power granted to CSFO by  
State Fiscal Accountability Law of 2006

**SERVICE TYPE:** Classified

**FLSA:** Exempt

**SALARY:** BCS Salary Schedule

**TERMS OF EMPLOYMENT:** 12 Months

**JOB GOAL:**

To ensure the proper accountability in accordance for funds administered by the local board of education and its schools and be responsible for a financial management system that reflects the financial condition of the local board of education on a timely and accurate basis.

**MINIMUM QUALIFICATIONS:**

1. Bachelor's degree from accredited four-year college or university with a concentration in business-related curriculum, including at least nine hours in accounting.
2. MBA or other graduate degree from an accredited institution preferred.
3. Certified Public Accountant preferred.
4. Three year's experience in a business related field.
5. Receive a Certification of CSFO designation from SDE within three years.
6. Maintain a Certification of CSFO by continuing education requirements.
7. Background clearance through FBI and ABI processes.
8. Valid Alabama driver's license and insurable driving record.

**ESSENTIAL FUNCTIONS:**

1. Regular and punctual attendance required; full compliance with BCS sick leave and personal leave policies.
2. Verify the receipt of all funds to which the Board may be entitled by law or which may come into its possession for public school purposes.
3. Verify the payment of such funds, such payments to occur only on written order of the Superintendent and the Board.
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 regulations of the SDE.
6. Personally notify, in writing, each board member and the Superintendent of any financial transaction of the Board which CSFO deems to be non-routine, unusual, without legal authorization, or not in compliance with fiscal management policies of the Board.
7. Be bonded in an amount determined by the SDE.
8. Post the annual system budget and monthly financial statements, in the form required by law, on the BCS web site.
9. Maintain an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.

Board Approved: March 5, 2013

10. Maintain a payroll accounting system in accordance with applicable laws and regulations.
11. Supervise and evaluate all personnel assigned to business and finance operations.
12. Maintain an adequate system of internal controls including property and inventory accounting.
13. Maintain a sound system of cash management.
14. Maintain a sound accounting system in the individual local schools.
15. Maintain a system of contracting and purchasing procedures.
16. Coordinate the preparation and presentation to the Board of the annual budget and any amendments as appropriate.
17. Maintain the financial operations of the CNP and other special programs in accordance with state and federal requirements.
18. Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.
19. Drive vehicles as required to complete assigned work tasks; promptly report loss of credentials to operate vehicles.

**OTHER JOB RESPONSIBILITIES:**

Perform other job-related duties as assigned to the position by law, by the Superintendent and Board, and by rules and regulations of the SDE and local government.

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

1. Knowledge of accounting laws, policies, rules and regulations.
2. Knowledge of tax laws, reforms, and regulations which impact upon employees benefits, tax forms, and related employee concerns.
3. Knowledgeable in group 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 by business and finance.
5. Ability to communicate effectively in written and verbal forms.
6. Skill in analytical thinking and problem solving.
7. Ability to work with a significant diversity of individuals and/or groups, and provide leadership for the BCS effectively.
8. Plan and/or approve professional development activities for employees of the department.

**PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:**

1. Sit 80 % of work shift.
2. Lift up to 25 pounds occasionally.
3. Bend, reach, stoop, twist, and turn on a frequent basis as assigned.
4. Possess physical and emotional ability and dexterity to perform required work and to move about as needed in a fast paced, high-intensive work environment.

**EVALUATION:**

Job performance will be evaluated according to established Board policies and administrative procedures and guidelines. Probationary employees will be evaluated at least annually.

**APPEALS:**

An employee who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance policy.