



## Columbia County School District Job Description

<b>Position Title:</b> Chief Financial Officer		
<b>Department:</b> Business Department	<b>Evaluation Instrument:</b> Performance will be evaluated annually by the Superintendent of Schools in accordance with Policy GBI-Evaluation of Personnel	
<b>Pay Grade:</b> Administrative Salary Schedule, Grade D	<b>Pay Type:</b> Salaried – Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Superintendent of Schools		
<b>Supervises:</b> Business Office Personnel		

### MINIMUM QUALIFICATIONS

Bachelor's Degree in Accounting, Finance, or Business Administration. CPA required.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Plans, directs, and coordinates all finance department activities and functions.
- Implements all policies and regulations required by applicable local policies, and state, and federal laws.
- Supervises the preparation of monthly and annual detailed statements of receipts and expenditures.
- Prepares direction and guidance for accounting of Board receipts and expenditures.
- Prepares estimates and analyses of revenues.
- Certifies availability of funds.
- Plans, organizes, develops, administers and evaluates budgets and procedures for budget development in the school system.
- Prescribes direction and guidance in the development of annual financial plan for the Board.
- Directs the preparation of budgets for approval by the Superintendent, the Board, and the public.
- Supervises the development of insurance specifications and serves as the system representative to the GSBA-RIMS Insurance Group.
- Maintains continuing knowledge of changes in computer programs.
- Invests school system funds to maximize use of tax dollars.
- Oversees the Central Office checking accounts to ensure adequate balances for day-to-day operations.
- Supervises the receipt and accounting of all revenues.
- Supervises the record keeping system.
- Supervises the preparation of payrolls on a timely basis.
- Directs the preparation of all statutory tax and agency reports.
- Oversees the Employee Benefit Program and meets with providers as needed.
- Develops checks and balances to ensure proper use of Board funds.
- Oversees the warehouse operations.
- Supervises the Internal Auditor, and oversees the audit process.
- Oversees the accounting procedures for local school accounting records.
- Performs related duties as assigned by the Superintendent of Schools.

## IMPORTANT NOTES

### ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

### MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

**Revised:** September 2009