

Bibb County Schools

Job Description

JOB TITLE: CHIEF SCHOOL FINANCIAL OFFICER ASSISTANT

Class: Support Personnel

Service Type: Classified

Department: Accounting

Supervisor: CSFO

Salary: BCBOE Salary Schedule

Terms of Employment: 12 Months

JOB GOAL:

To assist the Chief School Financial Officer. 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:

- Bachelor's degree from accredited four-year college or university with a concentration in business-related curriculum or accounting.
- Three years experience in a business or educational related field.
- Background clearance through FBI and ABI processes.
- Valid Alabama driver's license and insurable driving record.

ESSENTIAL FUNCTIONS:

- Regular and punctual attendance required; full compliance with BOE sick leave and personal leave policies.
- Assist in the receipt of funds to which the Board may be entitled by law or which may come into its possession for public school purposes.
- Assist in the payment of such funds, such payments to occur only on written order of the Superintendent and the Board.
- Assist keeping accurate records of all receipts and expenditures, and provide such information to the Superintendent and the Board.
- Assist making reports as may be required by law, by the Board, or by rules and regulations of the SDE.
- Be bonded in an amount determined by the SDE.
- Assist in posting the annual system budget and monthly financial statements, in the form required by law, on the BOE website.
- Assist in maintaining an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
- Assist in maintaining a payroll accounting system in accordance with applicable laws and regulations.
- Assist in maintaining an adequate system of internal controls including property and inventory accounting.
- Assist in maintaining a sound system of cash management.
- Assist in maintaining a sound accounting system in the individual local schools.
- Assist in maintaining a system of contracting and purchasing procedures
- Assist in the preparation and presentation to the Board of the annual budget and any amendments as appropriate.
- Assist in maintaining the financial operations of the CNP and other special programs in accordance with state and federal requirements.

- Carry out assigned responsibilities in accordance with federal, state, and local laws and with applicable rules and regulations.
- Drive vehicles as required to complete assigned work tasks; promptly report loss of credentials to operate vehicles.
- Assist in other duties as assigned by CSFO or Superintendent.

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:

- Knowledgeable in group business techniques and computers at a level required to implement and maintain an automated financial system.
- Ability to communicate effectively in written and verbal forms.
- Skill in analytical thinking and problem solving.
- Ability to work with a significant diversity of individuals and/or groups, and provide assistance and leadership effectively.
- Assist in the planning of professional development activities for employees of the department.

PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

- Sit 80% of work shift.
- Lift up to 25 pounds occasionally.
- Bend, reach, stoop, twist, and turn on a frequent basis as assigned.
- 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, 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 procedure.