

**NOTICE OF VACANCY IN THE POSITION OF  
CHIEF SCHOOL FINANCIAL OFFICER  
City of Chickasaw Board of Education**

**Job Title:** Chief School Financial Officer

**Application information:** This search is being conducted by the City of Chickasaw Board of Education legal counsel R. Nash Campbell with Adams & Reese, LLP. All applicants will be kept confidential.

All applications will be taken by Mr. Campbell at:

**ADAMS & REESE, LLP  
11 North Water Street, Mobile, AL 36602  
(251) 650-0853  
Facsimile (251) 650-2065  
[nash.campbell@arlaw.com](mailto:nash.campbell@arlaw.com)**

**Please carbon copy [Sarah.Young@arlaw.com](mailto:Sarah.Young@arlaw.com) with all applications.**

Mr. Campbell will review all applications and recommend finalists to the School Board. The Board may interview some, or all, of the finalists. The finalist will be interviewed by the City of Chickasaw Board of Education.

**Unofficial transcripts should also be sent to Mr. Campbell with all application materials at Adams & Reese, LLP.**

Applications must be completed and transcripts received by February 25, 2026.

**For additional information, please contact  
R. Nash Campbell at 251-650-0853 or  
[nash.campbell@arlaw.com](mailto:nash.campbell@arlaw.com)**

## **City of Chickasaw Board of Education Job Description**

**Responsible To:** Superintendent and City of Chickasaw Board of Education

**Fiduciary Responsibility:** City of Chickasaw Board of Education

**Supervises:** Accounting Supervisor(s), Payroll Supervisor, Business Manager, and other business and finance personnel

**FLSA Status:** Exempt

### **Job Goals:**

- To meet the accounting, financial, personnel, and purchasing needs of the school system.
- To provide leadership in the coordination, development and improvement of fiscal operations and fiscal well-being of the school system.
- To assist in the development and implementation of the goals, priorities, and mission of the school system.

### **Qualifications:**

1. Bachelor's 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; or, an MBA or other graduate degree in a business-related field from a regionally accredited institution; or licensure/certification as a Certified Public Accountant; or, a bachelor's 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):
  - Principles of Accounting I (3 semester hours).
  - Principles of Accounting II (3 semester hours).
  - Intermediate Accounting (3 semester hours).
  - Cost Accounting (3 semester hours).
  - Governmental Accounting (3 semester hours).
  - Financial Management (3 semester hours).
  - General Management (3 semester hours).
  - Business (or Organizational) Communications (3 semester hours).
2. Five (5) or more years of supervisory experience in a business or school environment.
3. Knowledge or experience in school finance.
4. Knowledge of accounting laws, policies, rules and regulations.
5. Knowledge of Board policies and procedures.
6. Ability to receive Certification of Chief School Financial Officer designation from the Alabama State Department of Education within three (3) years of employment.

7. Ability to maintain Certification of Chief School Financial Officer designation by meeting continuing education requirements.
8. Ability to meet the suitability criteria for employment and/or certification licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
9. Demonstrated proficiency in oral and written communication skills.
10. Effective interpersonal skills, with an emphasis on communication and collaboration with a wide variety of people and groups, as well as government agencies.
11. Ability to supervise and evaluate personnel as assigned.
12. Ability to identify and solve problems as a productive team member.
13. Ability to use technology to communicate, to manage data, and to produce/submit required reports, correspondence, and/or financial information.
14. Physical strength, stamina, dexterity, and acuity to perform essential job functions and responsibilities.
15. Ability to be punctual and in regular attendance.
16. Such alternatives to the above qualifications as the Board may require.

**Performance Responsibilities and Essential Functions:**

1. Demonstrates support for the school system and its vision, goals and priorities.
2. Verifies the receipt of all funds to which the local board of education may be entitled by law, or which may come into its possession for public school purposes.
3. Verifies the payment of such funds, such payments to occur only on written order of the local superintendent of education.
4. Keeps an accurate record of all receipts and expenditures and provides such information to the Superintendent and the Board.
5. Make reports as may be required by law, by the local board of education, or by rules and regulations of the State Board of Education.
6. Personally notifies, in writing, each Board member and the Superintendent of any financial transaction of the local Board of education which the CSFO 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.
7. Remains bonded in an amount determined by the State Board of Education.
8. Posts the annual school system budget and monthly financial statements, in the form required by law, on the school system web site.
9. Ensures the school system maintains an accounting system in accordance with generally accepted accounting principles and governmental accounting standards.
10. Ensures the school system maintains a school payroll accounting system in accordance with applicable laws and regulations.
11. Supervises the preparation of financial reports annually and at other times as requested by the Superintendent, the Board of Education, and other agencies.
12. Supervises the preparation of reports as required by other agencies.

13. Ensures the school system maintains an adequate system of internal controls including property and inventory accounting.
14. Ensures the school system maintains a sound system of cash management.
15. Ensures the school system maintains a sound accounting system in the individual local schools.
16. Ensures the school system maintains a system of contracting and purchasing procedures.
17. Coordinates the preparation and presentation to the Board of the annual budget and any amendments as appropriate.
18. Ensures the school system maintains the financial operations of the child nutrition program and other special programs in accordance with state and federal requirements.
19. Supervises the accounting procedures and practices of all funds for which the Board has responsibility.
20. Supervises the preparation of and approves all payrolls and all payroll deductions.
21. Supervises the preparation of and approves all Accounts Payables.
22. Provides auditors with such records and assistance as they may require.
23. Supervises the financial accounting procedures of all funds controlled by each school in the system; coordinates the auditing of each school's accounting.
24. Supervises the development of the indirect cost application to the State Department of Education.
25. Directs, plans, and coordinates the operation of all fiscal activities.
26. Serves as contact person for local school bookkeeping staff relative to accounting functions.
27. Assists the Superintendent as required with system initiatives, projects, and community involvement activities.
28. Demonstrates initiative in the performance of assigned responsibilities.
29. Exhibits professionalism in the workplace and demonstrates exemplary ethical standards.
30. Maintains appropriate confidentiality regarding school/workplace matters.
31. Demonstrates initiative in identifying potential problems and/or opportunities for improvement in areas of responsibility.
32. Works cooperatively and productively with supervisor(s) and other system staff to ensure the system's vision, goals and strategies are implemented and providing all pertinent data to all appropriate personnel within the designated time frame.
33. Engages in personal professional growth and demonstrates professional ethics and effective leadership.
34. Reports potential problems, unusual events, or work irregularities to the Superintendent.
35. Responds to inquiries, requests, constructive feedback, concerns and/or complaints in a timely and positive manner.

36. Maintains and submits reports, records, and correspondence in a timely and accurate manner.
37. Uses effective collaboration skills to work as a productive team member.
38. Serves on school system committees, tasks forces, and representative groups as required.
39. Adheres to school system rules, administrative procedures, local Board policies, and state, federal, and local regulations.
40. Reports absences and takes leave in accordance with Board policies and procedures.
41. Performs any other job-related duties as assigned by the Superintendent and the City of Chickasaw Board of Education.

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:** Twelve Months

**Contract Period:** Negotiable

**Salary Range:** Negotiable

**Evaluation:** The evaluation of the Chief School Financial Officer's job performance will be determined by the Superintendent of Education in accordance with established Board policies and administrative procedures and guidelines.