



SYLACAUGA CITY SCHOOLS

Position Description

Title: Chief School Finance Officer

Reports to: Superintendent and Board of Education

DUTIES AND RESPONSIBILITIES:

1. Maintain and monitor an accurate and current system of accounts payable and receivables.
2. Supervise the payroll system
3. Assist employees in understanding the purpose and proper use of accounting procedures.
4. Maintain an effective cash flow system to utilize all funds available for the benefit of the school system including the payment of obligations in a timely manner while scheduling investment maturities to maximize interest income revenue.
5. Receipt and distribute revenues to the proper funds and accounts.
6. Responsible for financial computer operations – file maintenance, daily backup, coordinating use, ordering supplies. Serve as contact person with financial software provider
7. Maintain a system for accurate and current accounting of revenues and expenditures for grants, federal programs, special state allocations and flow-through funds.
8. Prepare monthly financial status reports for principals, program directors, the Superintendent and the Board of Education including bank reconciliations and financial statements.
9. In cooperation with principals, supervise building bookkeepers on reporting of local school funds and accounting for general fund and special revenue fund expenditures.
10. Provide monthly reports for federal program and grant administrators as is necessary for compliance with state and federal reporting requirements.
11. Assist in the construction of budgets by providing projected and historical expenditures and revenue data.
12. Submit the annual budget to the State Department of Education and submit revisions as directed by the Superintendent.
13. Provide financial data as requested by the Superintendent.
14. Prepare and assemble materials for the conduct of the annual financial audit, including the local school audits.

15. Cooperate with auditors in correcting any deficiencies noted in the annual audit report.
16. File timely funding requests for grants, federal revenues and state categorical revenues.
17. Coordinate the preparation of bid invitations, memorandums, award information and bid summaries.
18. Monitor compliance with state bid laws.
19. Coordinate financial bonding of specified employees.
20. Supervise an accurate system of accounting for fixed assets.
21. Assume responsibility for being informed regarding local, state and federal financial regulations.
22. Perform other duties as requested by the Superintendent.

QUALIFICATIONS:

- Possess minimum of a baccalaureate 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.
- 5 years accounting and budgeting experience, preferably in an organization with financial operation similar to a public school district.
- Must complete and verify course completion for certification of Certified Chief School Finance Officer (CCSFO) within three years of recommendation of the local school Superintendent and local Board of Education for hiring.
- Must maintain CCSFO status once obtained by receiving 18 contact hours of CPE credits during each fiscal year.
- High personal integrity, calm disposition, respects confidentiality.
- Conscientious and methodical in working with numerical data.
- Able to work well with others.
- Knowledge of spreadsheet and database applications.

WORK YEAR: 12 months

The Board will maintain a Certified Chief School Finance Officer as defined by the Rules of the State Board of Education Administrative and Financial Services Chapter 290-2-5 effective June 12, 2003.

(11/2025)