

MACON COUNTY SCHOOLS
CHIEF SCHOOL FINANCE OFFICER
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree in Finance or Accounting from an accredited educational institution preferred.
- (2) Minimum of three (3) years work experience in a related field.
- (3) Must meet background clearance requirements as specified by Alabama Statutes and State Board of Education regulations.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of Alabama school laws, State Board of Education regulations, and School Board policies and procedures as they apply to finance and payroll services. Ability to direct work of subordinates in a manner conducive to efficiency and high morale. Ability to establish and maintain effective working relationships with superiors, associates and subordinates contacted within the course of work. Ability to use technology and related software.

REPORTS TO:

Superintendent

JOB GOAL

To ensure that finance functions and activities are operated in an efficient and effective manner within the guidelines required by Examiners of Public Accounts.

SUPERVISES:

Bookkeepers in Central Office

PERFORMANCE RESPONSIBILITIES:

- * (1) Plan, administer, and control financial activities of schools and departments by monitoring and providing oversight and assistance to subordinate managerial and administrative staff.
- * (2) Direct and oversee the annual budget preparation, including communication of budget information to the general public.
- * (3) Supervise the Payroll Department.
- * (4) Supervise Finance, Payroll & Benefits Personnel and coordinate activities between units within business services.
- * (5) Interpret and enforce Alabama Statutes, Department of Education rules, system policies and procedures as they relate to financial matters.
- * (6) Serve as liaison for auditors and federal, state and local agencies regarding operations of the department.
- * (7) Prepare financial reports and maintain appropriate records.
- * (8) Assist with budget activities and workshops.
- * (9) Maintain effective community relations and interpret finance matters to the community.
- * (10) Analyze and reconcile various general ledger accounts.

CHIEF SCHOOL FINANCE OFFICER (Continued)

- * (11) Prepare various journal entries for adjusting accounts.
- * (12) Coach and/or mentor subordinates and cross-training programs.
- * (13) Keep supervisor informed of potential problems or unusual events.
- * (14) Maintain expertise in assigned areas.
- * (15) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.
- * (16) Represent the system in a positive and professional manner.
- * (17) Develop or assist in developing the system budget and monitor its implementation as required.
- * (18) Supervise assigned personnel.
- * (19) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- * (20) Provide leadership and direction for assigned areas of responsibility.
- * (21) Exercise proactive leadership in promoting the vision and mission of the system.
- * (22) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (23) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (24) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- * (25) May be required to work beyond the 40-hour week.
- * (26) Assist in the interviewing of applicants for Finance Department personnel.
- * (27) Perform the duties of Assistant Director of Finance as required.
- (28) Perform other tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the system's approved compensation plan.
Length of the work year and hours of employment shall be those established by the system.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities