

**TITLE:** ASSISTANT SUPERINTENDENT/CHIEF SCHOOL FINANCE OFFICER

**QUALIFICATIONS:**

1. Minimum of Bachelor's Degree in Accounting or Education from an accredited institution; MBS, or other graduate degree in business-related field or education field.
2. Minimum of three (3) years' school administration experience.
3. Certified by the State of Alabama as Chief School Finance Officer.

**REPORTS TO:** Superintendent

**JOB GOAL:** To assist the Superintendent by providing the leadership necessary to ensure the best possible educational opportunities for all students and by administering the business affairs of the district within the financial resources available.

**PERFORMANCE RESPONSIBILITIES:**

1. Directs the day-to-day financial operations of the school system as the Chief School Finance Officer.
2. Attends Board meeting and prepares monthly, interim and annual financial statements in accordance with federal, state and local laws; prepares other reports as requested by Superintendent or Board.
3. Coordinates and develops the annual budget with input from staff at the direction of the Superintendent and the Board.
4. Monitors and advises all departments and schools on the expenditures of funds.
5. Prepares drafts of needed Board policies and administrative rules for review and action of the Superintendent.
6. Communicates to the Superintendent the requirements and needs of the school system that fall within the scope of this position.
7. Secures suggestions from staff members and principals for budgetary purposes.
8. Manages the real estate and insurance programs for the system.
9. Supervises the management of the financial affairs of the school.
10. Assumes responsibility for an accounting procedure adequate to record in detail all financial transactions.
11. Purchases all supplies, materials, equipment and services in keeping with the budget.
12. Supervises programs as reflected in the Florence City Schools organizational chart.
13. Maintains an up-to-date inventory of school property.
14. Serves as a consultant on any grant proposal originating in the school system.
15. Supervises data processing procedures to provide appropriate monthly and annual financial information.
16. Supervises the selling or other disposition of surplus public property.
17. Works to maintain effective community relations and interprets the financial concerns of the district to the community.
18. Provides staff development opportunities for all employees involved in the financial operations of the school system.

19. Assists in recruiting, screening, hiring, assigning, supervising and evaluating personnel for positions in the area of school business and others as assigned by the Superintendent.
20. Participates in ongoing professional development to become and remain current on principles and practices in financial operations.
21. Attends training sessions, conference and workshops, as assigned or appropriate, to keep abreast of current practices, programs and legal issues.
22. Provides fiscal and technical assistance to principals, supervisors and staff.
23. Assists the Superintendent in developing long-range goals.
24. Represents the school district in a positive and professional manner.
25. Serves on the Superintendent's Administrative Council.
26. Serves as the districts ADA Coordinator.
27. Performs such tasks and assumes such responsibilities as the Superintendent may assign.

**TERMS OF EMPLOYMENT:** Twelve-month year. Salary and work year to be established by the Board of Education.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Florence City Schools

Approved by Board of Education 4-7-11