



CFO / Chief Financial Officer

Salary: Salary for this 240-day position to be determined by the Board

Date Available: Immediately

Qualifications:

- Bachelor's in Business Administration or Master's in Educational Administration with Finance Experience
- Five (5) years experience in business environment
- Knowledge of accounting procedures

Such alternatives to the above qualifications as the Board may find appropriate and acceptable

RESPONSIBLE TO: Superintendent

JOB GOAL:

Assist the Superintendent in administering the fiscal affairs of the district in such a manner as to provide the best possible educational services within the available financial resources. Currently supervises the business office, food services, and operations and maintenance (scope of supervision subject to revision). Must possess strong human relations and communication skills to oversee Business Office personnel, work with district personnel and various departments, as well as the general public, patrons, etc.

PERFORMANCE RESPONSIBILITIES:

- Prepares the annual budget to include revenue and expenditure projections for all funds
- Maintains a continuous internal auditing and budget control program for both district and schools
- Supervises the financial affairs of the district including handling of all fund groups
- Remains knowledgeable of variables affecting short-term and long range financial planning
- Acts as advisor to the Superintendent and Board of Education on all questions relating to the financial affairs of the district
- Provides monthly accounting of all income and expenditures for both district and schools
- Supervises staff in the business office
- Provides assistance to school level personnel for student activity fund accounting
- Assists in developing the official statements for school district bond sales
- Maintains accounting and reporting procedures necessary for federal and state requirements
- Supervises the food services program of the district
- Supervises the maintenance and operations procedures of the district
- Evaluates all finance personnel as well as the Director of Food Services and the Director of Operations
- Responsible for student accounting procedures and prepares reports for the state on student numbers as required for generating state funding
- Provides essential research for successful wage and salary administration
- Perform other related duties as required

A complete application packet must be submitted through the online application system prior to the closing date in order to be considered for this position. A complete packet consists of the following items:

1. **Letter of interest**
2. **Résumé**
3. **Administrative Application**
4. **Copy of qualifying credentials** (*one of the qualifications listed above*)
5. **3 Administrative References**

INTERESTED CANDIDATES SHOULD APPLY ONLINE THROUGH:

<https://darlington.tedk12.com/hire/ViewJob.aspx?JobID=34>

NOTE: It is the responsibility of the applicant to insure that all required application documents are submitted prior to the posted deadline. An incomplete application will render the applicant ineligible.

(The District reserves the right at any time to extend the deadline date without notice and without final consideration of any pending application.)