***Financial Services Officer***

***Beaufort County School District***

**POSITION PURPOSE:**Under general supervision performs advanced administrative and fiscal management duties involving responsibility for the operation and functions of the Finance Department of the school district.

**ESSENTIAL FUNCTIONS:**

* Develop with the assistance of the Chief Finance and Operations Officer the District’s annual budget.
* Prepare, compile, implement, execute and monitor the operations budgets for the District.
* Supervise, manage and coordinate the operational activities of the Finance Department.
* Supervise the staff assigned to the Finance Department.
* Supervise and monitor all periodic financial reports and documents.
* Supervise the closing of the financial statements and provide the external auditors with all accounting requests.
* Compile and submit all revenue requisitions with outside agencies.
* Maintain systems for centralized accounting on all funds.
* Follow all federal and state laws and generally accepted accounting principles.
* Assist the Chief Finance and Operations Officer with presentations to the Board of Education and the public.
* Work closely with Beaufort County Finance staff in exchange of revenue, budgetary and investment information.
* Coordinate financial training of all bookkeepers and other staff as assigned.

**ADDITIONAL DUTIES:** Performs other related tasks as assigned by the Chief Finance and Operations Officer, Superintendent or other district office administrator as designated by the Superintendent.

**QUALIFICATIONS:**

* Certified Public Accountant or a Masters degree in a related field such as business administration, accounting or related are preferred.
* At least five years of experience as a professional administrator with accounting experience of which two years are in a supervisory capacity.
* Demonstrates knowledge and skills in the use of accounting software, computers, data processing and spreadsheets.
* Able to communicate effectively, in writing and orally, with a wide variety of people.
* Bilingual skills preferred.

**EXPERIENCE**:

* At least five years of experience as a professional administrator with accounting experience of which two years are in a supervisory capacity.

**PHYSICAL DEMANDS:**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, technology equipment, computers, and/or controls.

**WORK PLACE EXPECTATIONS:**

1. Work effectively with and respond to diverse cultures or backgrounds.
2. Demonstrate professionalism and appropriate judgment in behavior, speech, and dress in a neat, clean and professional manner for the assignment and work setting.
3. Have regular and punctual attendance.
4. Follow all District policies, work procedures, and reasonable requests by the proper authorities.

**REPORTS TO:**Chief Finance and Operations Officer

**DAYS PER YEAR:** 260

**SALARY CLASSIFICATION:**Officer

**EMPLOYEE GROUP:** Administrative

**APPLICATION PROCEDURES:  Please visit our web site at**[www.beaufortschools.net](http://www.beaufortschools.net/)**to view the detailed requirements for this position and to complete the application process.  You must choose this specific position(s) under the Employee Position section of the application to be considered.**

Must apply online by completing an "Administrative" application and adding this specific job to your online application.

**FLSA STATUS:**Exempt