



## SUMTER SCHOOL DISTRICT JOB DESCRIPTION

**TITLE:** Chief Financial Officer

**QUALIFICATIONS:** Bachelor's degree in accounting or business administration. Extensive experience with computerized accounting systems and public school finance operations.  
At least five years of experience in one of the above fields, including at least three years of experience in supervisory capacity.  
Such alternatives to the above qualifications that the Board may find appropriate and acceptable.

**PERFORMANCE RESPONSIBILITIES:**

- Assist the Superintendent in the preparation of the budget and control of its implementation.
- Supervises the collection, safekeeping, and distribution of all district office level funds.
- Supervises the district's payroll operations and employee benefits administration.
- Supervises the district's supporting services of purchasing, accounts payable, and internal auditing of school funds.
- Supervises data processing of financial records including implementation of new financial accounting software.
- Supervises the district's property insurance program.
- Supervises the district's worker's compensation insurance program.
- Prepares and submits applications for federal and state funds including Impact Aid, Medicaid, E-rate for telephone service, and State Building Funds.
- Works with bond counsel to prepare document necessary to sell bonds used to provide funds for capital improvements throughout the district.
- Works with Sumter County officials while preparing the yearly budget.
- Provides financial reports and records that may be required by the Superintendent, Board of Trustees, Federal Government, and South Carolina Department of Education.
- Works with federal, state, and independent auditors to assist with periodic reviews of the district's financial status.
- Delegates those responsibilities to specific individuals within the business division that will expedite the business functions and allow maximum utilization of resources.
- Performs all other duties and responsibilities designated by the Superintendent.

**TERMS:** 233 days. Salary and work year to be recommended by the Superintendent and approved by the Board.

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

**Apply online at <https://sumterschools.tedk12.com/hire/index.aspx>.**

The district reserves the rights to modify, supplement, delete, or augment the duties and responsibilities specified in the position description, in the district's sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time. Additionally, nothing in this job description restricts the Superintendent or designee's right to assign or reassign duties and responsibilities to this job at any time.

Sumter School District is an Equal Opportunity Employer